
Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting at 5:30 p.m. on Wednesday, September 18, 2024 via Zoom.

Present: Tim Bottomer — Chair
Victor Huang
Kevin Lowe
Parveen Mangat

Absent: Ziming Yang

Management

Present: Maryn Ashdown — Director, Neighbourhood & Youth Services
Christina de Castell — Chief Librarian & CEO
Dawn Ibey — Director, Central Library & Public Service
Carol Nelson — Director, Planning & Communications
Balwinder Rai — Director, Human Resources

Recording

Secretary: Chrysalyn Tolentino — Executive Assistant

INTRODUCTORY REMARKS

Committee Chair Bottomer acknowledged that our work takes place on the traditional and unceded homelands of the Musqueam, Squamish and Tsleil-Waututh Nations. He noted the upcoming National Day for Truth and Reconciliation and associated library programming, and passed on a recommendation for the book *“We Come From This Land”*, recommended by VSB Chair Victoria Jung, which he found a valuable read. The book is about the Squamish People.

ADMINISTRATION:

1. Approval and Additions to the Agenda

Moved by Victor Huang

THAT the Committee approve the regular meeting agenda as received.

CARRIED UNANIMOUSLY

2. Minutes

The Chief Librarian & CEO presented the draft minutes of the Regular Meeting held June 19, 2024 for approval by the Committee.

Moved by Parveen Mangat

THAT the draft minutes of the Regular Meeting held June 19, 2024 be approved as received.

CARRIED UNANIMOUSLY

POLICIES

3. Staff Identification Policy Rescission

Carol Nelson, Director of Planning & Communication noted that staff undertake an annual review of policies, and assessed that the Staff Identification Policy is operational in nature. Staff are recommending that this policy be rescinded by the Board and replaced by an administrative policy.

Trustees agreed the policy appeared operational and inquired why it was originally a Board policy. Staff replied that the policy was approved in 2010, as VPL started to put staff contact information on the website, noting this was new and caused some concern. The policy is now established, along with practice on exceptions as appropriate.

Trustees noted that it would be helpful to have a full inventory of the titles of all Board and administrative policies so they have visibility of VPL's policy ecosystem. Staff noted that this is to be included in the orientation binder going forward, and can be pushed to tablets earlier. Trustees also asked if they have all Board policies, given there are a few that aren't on the public website, and staff clarified that trustees receive a policy binder during their orientation, which includes all Board policies in full.

Trustees also sought clarification on how staff determine whether a policy should be Board or administrative, beyond the definition in the report, which is from the Policy Framework. Staff noted that this would be based on the risk assessment, and usually reputation or labour relations issues would be the reason for taking an operational policy to the Board. At the conclusion of the discussion, the following motion was raised:

Moved by Victor Huang

THAT the Committee recommend that the Board rescind the current Staff Identification Policy, effective September 27, 2024, and direct staff to create an administrative policy to address this topic

CARRIED UNANIMOUSLY

FINANCIALS

4. Quarterly Financial Report – Q2 2024

Chief Librarian & CEO de Castell summarized the financial statements for the quarter ending June 30, 2024 on behalf of Director Morrison, noting that the full implications of the collective agreement negotiations are not yet settled in the financial systems, and the Q3 report will provide a more accurate financial picture. She highlighted that the Library has received the funding transfer for wage increases to reflect the collective agreement settlement, but the wage increases have not yet been processed.

Trustees inquired whether VPL expects any large grants or donations in the latter part of the year, and inquired whether the increased security costs are expected to continue. Chief Librarian & CEO de Castell noted that we have received the Provincial Grant for 2024, and the VPL Foundation is now providing disbursements to VPL on a regular schedule. She commented that the increased security costs are a consequence of adding a security guard at náca?mat ct Strathcona Branch, and the Provincial Enhancement Grant is the planned source for this position through 2025. It will required further consideration in 2026 if it needs to continue.

Trustees also sought clarification around the Reserve statement, and whether the report is published on the website. Staff will provide information via email or at the September 25 Board meeting on the Reserve statement, and confirmed that this report is posted on our public website.

Moved by Parveen Mangat

THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the quarter ended June 30, 2024 for information.

CARRIED UNANIMOUSLY

ADJOURN

There being no further business, the Chair declared the meeting adjourned at 5:52 p.m.

Tim Bottomer, Chair

Christina de Castell, Secretary