

Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting at 6:00 p.m. on Wednesday, February 21, 2024 via Zoom.

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

Management

Present: Christina de Castell — Chief Librarian & CEO
Kay Cahill — Director, Information Technology & Collections
Dawn Ibey — Director, Central Library & Public Service
Julia Morrison — Director, Corporate Services & CFO

Staff: Patricia Chong — Manager, Policy & Planning

Guest: Johnathan Dyer — Acting President, CUPE 391

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.

ADMINISTRATION:

1. Approval and Additions to the Agenda

Moved by Parveen Mangat

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 October 18, 2023 for approval by the Committee.

Moved by Ziming Yang

THAT the draft minutes of the Regular Meeting held October 18, 2023 be approved as received.

CARRIED UNANIMOUSLY

FINANCIALS

3. Financial Disclosure Policy

Julia Morrison, Director of Corporate Services & CFO, presented a draft Financial Disclosure policy recommending that the Chief Librarian & CEO disclose information following the same requirements as those for designated municipal employees under the *Financial Disclosure Act*, which includes general managers at the City of Vancouver.

Trustees asked about staff's rationale for the policy and disclosure, since this is not required by the Financial Disclosure Act. Director Morrison noted that the City referred this policy to VPL for consideration, and Chief Librarian & CEO de Castell noted that as a financial policy at the City, this would be included in the policies VPL is required to align with, in the Guidelines on the Relationship between the Vancouver City Council and VPL Board. Chief Librarian & CEO de Castell provided an example of an opportunity in her role to influence decisions about development plans that could have personal benefit, and how this presents a conflict that should be disclosed.

Trustees sought clarification around the obligations of the City Clerk's to maintain confidentiality of the Chief Librarian & CEO's disclosures; the possibilities contemplated in the report's Indigenous Considerations section; and the difference in non-compliance consequences in the policy as compared to the *Financial Disclosure Act*. They requested that staff incorporate in section 3 that the disclosures of the Chief Librarian & CEO will be treated in the same way as the disclosures under s.6 of the Financial Disclosure Act. The Committee asked for further review by staff to consider the role of the Library Board, including access to disclosures, and whether the definition of municipal employee is necessary in VPL's policy. Chief Librarian & CEO de Castell confirmed that staff will bring back an amended policy at a future SFHR Committee meeting.

Moved by Kevin Lowe

THAT the Committee receive this report for information.

CARRIED UNANIMOUSLY

4. Provincial Library Grant Report

Chief Librarian & CEO de Castell presented the annual report that is submitted to the Public Libraries Branch of the Ministry of Municipal Affairs. The report describes services delivered by VPL in 2023 that are supported by provincial funding, and demonstrates how we support provincial priorities. Staff will submit the report to the Public Libraries Branch to meet the March 1st deadline following approval from the VPL Board.

Trustees inquired about the rationale for the ranking of areas of concern in the report, and asked for more detail on the role of community access workers.

Moved by Ziming Yang

THAT the Services, Finance, and Human Resources Committee recommend that the Board approve the 2023 Provincial Library Grant Report.

CARRIED UNANIMOUSLY

5. December 31, 2023 (Q4) Financial Operating Results

Julia Morrison, Director of Corporate Services & CFO gave an overview of the financial statements for the quarter ending December 31, 2023. She noted that the Library was under budget for the year by \$341K due to expenditures that were lower than budget by \$727K (primarily in salaries and benefits), combined with revenues which were higher than budget by \$2.41M (largely due to grants and donations), offset by transfers to reserves that were higher than budget by \$2.80M. At the end of Q4, the library had spent 99.4% of its 2023 annual operating budget.

Trustees inquired what happens to the surplus and whether it could be allocated to reserves. Director Morrison confirmed that it is retained by the City. Trustees also asked whether we used reserves to fund the items the Board approved for funding from reserves in 2023. Director Morrison replied that approximately six items were approved for funding from reserves in 2023, and three of these projects were completed and funded within the operating budget. The other three are in progress. Staff will bring a reserves report to the Board in May 2024.

Moved by Parveen Mangat

THAT the Services, Finance, and Human Resources Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the quarter ended December 31, 2023 for information.

CARRIED UNANIMOUSLY

SERVICES

6. Annual Privacy Update 2023

Dawn Ibey, Director of Central Library & Public Service and VPL's Privacy Officer gave an overview of activities in 2023 related to the Library's privacy management program and the Library's obligations under the B.C. Freedom of Information and Protection of Privacy Act (BC FOIPPA). She noted that VPL received four FOI requests and did not have any privacy breaches in 2023. Trustees noted the gradual reduction in privacy breaches over time, and congratulated staff on this progress. They asked whether any cybersecurity audits are upcoming, and Director Kay Cahill answered that the last cybersecurity audit was held at the end of 2022 and there are no plans to conduct one this year. She added that VPL staff are discussing VPL's involvement in the City of Vancouver's next cybersecurity audit.

Moved by Victor Huang

THAT the Committee recommend that the Board receive the report for information.

CARRIED UNANIMOUSLY

7. 2024 Terms of Reference

The Chief Librarian & CEO noted that the Terms of Reference are presented annually for review of the roles and responsibilities of the Committee and as an opportunity to consider revisions or seek clarifications. The Committee did not identify any areas that required change or clarification.

Moved by Kevin Lowe

THAT the Committee receive the Terms of Reference for information.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Ziming Yang

There being no further business, the Chair declared the meeting adjourned at 7:00 p.m.

Tim Bottomer, Chair

Christina de Castell, Secretary