

MANAGEMENT REPORT

Date: January 6, 2025
Author: Dawn Ibey, Interim Chief Librarian & CEO
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Meeting Date: January 29, 2025

TO: Library Board
FROM: Dawn Ibey, Interim Chief Librarian & CEO
SUBJECT: Annual Board Planning Calendar

SUMMARY

This report presents an Annual Board Planning Calendar for trustee information for 2025.

PURPOSE

This report is for information.

RECOMMENDATION

That the Board receive the report for information.

BACKGROUND

The Annual Board Planning Calendar is included in the VPL Trustee Orientation binder, and is provided to facilitate planning by Board members.

DISCUSSION

The Annual Board Planning Calendar for 2025 is attached for review. It is provided to assist trustees in understanding activities that they can expect to participate in each year, in addition to the Board meetings, which will normally be held on the fourth Wednesday of each month in February, March, May, June, September, October. November's Board meeting is scheduled one week early to accommodate the expected budget cycle.

Month	Activities	Who	Timing
January	New trustee orientation	Chief Librarian (CL), prior year Board Chair, New Trustees	Prior to inaugural meeting
	CL performance review	Governance Committee	As scheduled Dec/Jan
	Committee identification	Chair in consultation with trustees	Following inaugural meeting
	InterLINK, Friends, Foundation, Trust appointments	Chair, board meeting motion for Feb meeting	Following inaugural meeting
	Liaison appointments (MLA & Council Liaisons)	Chair in consultation with trustees	Following inaugural meeting
February	New trustee branch visits	New trustees; Director, Neighbourhood and Youth Services	As scheduled
	New trustee tour of Central Library	New trustees; Director, Central Library & Public Service	As scheduled
	BC FOIPPA/communication protocol workshop	New trustees; Director, Central Library & Public Service; recommended for all trustees	At board meeting
	Truth & Reconciliation/ Indigenous cultural understanding	New trustees	Online on own time
Feb/March	Attend BCLTA Core Governance Workshop	New trustees	Set by BCLTA
	Meet with Council liaisons to introduce and connect	Trustees if contacts changed (Notes provided by Director, Planning & Communications)	Arrange w/ Council offices (VPL EA can help)
	Discuss results of board self-assessment	Governance Committee or Board	At regular meeting
March	Library budget workshop	All trustees; Director, Corporate Services & CFO	Prior to regular meeting
	VPL/VPLF Chairs meeting	VPL Board Chair	Set by Chair & VPLF Chair
	May	BCLA Conference	Trustees invited, optional
	City Service Awards	Trustees invited, optional	Set by COV
	BCLTA Conference	Trustees invited, recommended	TBD, Set by BCLTA
	BCLTA Governance: Chairing & Leading	New or prospective Board/committee chairs	Set by BCLTA
June	Province announces budget consultation	CRPD discusses engagement based on BC Library Partners guidance	At CRPD meeting
	Review new investment requests/savings requests for COV budget	All trustees	At board meeting
	COV Finance presentation on annual Budget Outlook. Includes Capital Plan if applicable.	All trustees	At Board or committee meeting, based on Council

Month	Activities	Who	Timing
July	Indicate intention to reapply	Board Chair contacts trustees whose term is coming to an end; notifies CEO	
	Meet with MLA liaisons to discuss budget priorities for provincial budget as determined	Trustees (Notes provided by Director, Planning & Communications based on BC Library Partners)	Arrange w/ MLA offices (VPL EA can help)
	Start potential trustee identification	All trustees promote opportunities; encourage potential trustees to consider applying in September	Call out comes in September from City Clerk
August	Summer Reading Club wrap events	Trustees invited, optional	Start in Aug and continue into early Sept
September	Review and confirm/edit design of board self-assessment survey	Governance Committee as appointed	
	Meet with Council liaisons to discuss budget priorities for next year	Trustees (Notes provided by Director, Planning & Communications)	September/October
	COV posts call out for trustee applications	All trustees can share announcement; trustees who are reapplying submit applications	Set by COV, mid-September
	Trustee applicant virtual information session	Chair and Vice-Chair or delegates	End of September early in application period
	COV online budget consultations	All trustees, participate and encourage community to participate and support any VPL priorities	
October	Library Month	General opportunity to amplify libraries on social media	All month
	Review trustee applications	Continuing trustees from Governance Committee (Chair/Vice-Chair/Committee chairs) and CEO	As scheduled
Oct/Nov	Approve submission for COV budget	All trustees	At board meeting
	VPL Staff Recognition Event	Trustees invited	
November	COV budget book goes public	All trustees, review VPL section	Set by COV; approx. 3 rd week
	Board self-assessment survey	All trustees; issued by Chair (supported by CEO & EA)	Early November
	CL performance survey	All trustees; issued by Chair	Late November
December	COV public speakers on budget	Chair	At Council meeting, set by COV
	Holiday Dinner	All trustees w/directors and VPLF/Friends of VPL exec	As scheduled

PROPOSED BOARD/COMMITTEES – MEETING DATES – JANUARY TO DECEMBER 2025

Month	Community Relations Planning & Development Committee Usually 3rd Monday @ 5:30 PM	Services, Finance & Human Resources Committee Usually 3rd Wednesday @ 5:30 PM	Library Board Meeting Usually 4th Wednesday @ 5:30 p.m.
January	No Committee meeting	No Committee meeting	January 29 - Inaugural Level 8 Boardroom
February	Tuesday, February 18 Virtual	Wednesday February 19 <i>Virtual</i>	February 26 <i>Level 8 Boardroom</i>
March	Monday March 17 <i>Virtual</i>	Wednesday March 19 <i>Virtual</i>	March 26 <i>Level 8 Boardroom</i>
April	<i>No Meetings In April</i>		
May	Tuesday May 20 Virtual	Wednesday May 21 <i>Virtual</i>	May 28 <i>Level 8 Boardroom</i>
June	Monday June 16 <i>Virtual</i>	Wednesday June 18 <i>Virtual</i>	June 25 <i>Level 8 Boardroom</i>
July	<i>No Meetings in July</i>		
August	<i>No Meetings in August</i>		
September	Monday September 15 <i>Virtual</i>	Wednesday September 17 <i>Virtual</i>	September 24 <i>Level 8 Boardroom</i>
October	Tuesday October 14 Virtual	Wednesday October 15 <i>Virtual</i>	October 29 <i>Level 8 Boardroom</i>
November	Monday November 10 Virtual	Wednesday November 12 Virtual	November 19 Level 8 Boardroom
December	No Committee Meeting	No Committee Meeting	December 3 or 10 Dinner only Level 9 Rooms 919/920