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Minutes of the VPL Board Services, Finance & Human Resources Committee In Camera Meeting held following the Regular Meeting on Wednesday, February 19, 2025 at 5:30 p.m. via Zoom video call.

**Present:** Joshua Davidson  
Victor Huang  
Parveen Mangat  
Karen Spears  
Ziming Yang — Chair

**Absent:** Tim Bottomer

**Management**

**Present:** Dawn Ibey — Interim Chief Librarian & CEO  
Maryn Ashdown — Director, Neighbourhood & Youth Services  
Kay Cahill — Director, Information Technology & Collections  
Alicia Cheng — Acting Director, Central Library & Public Service  
Julia Morrison — Director, Corporate Services & CFO  
Carol Nelson — Director, Planning & Communications  
Balwinder Rai — Director, Human Resources

**Guest:** Amir Abbey — President, CUPE 391

**Recording**

**Secretary:** Chrysalyn Tolentino — Executive Assistant

**INTRODUCTORY REMARKS**

Committee Chair Yang acknowledged that our work takes place on the unceded territories 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 presented the draft minutes of the Regular Meeting held November 13, 2024 for approval by the Committee.

Moved by Joshua Davidson

*THAT the draft minutes of the Regular Meeting held November 13, 2024 be approved as received.*

**CARRIED UNANIMOUSLY**

## FINANCIALS

### 3. Provincial Library Grant Report

Carol Nelson, Director of Planning & Communications, 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 2024 that are supported by provincial funding, and demonstrates how we support provincial priorities. It will be submitted to the Province to meet the March 1<sup>st</sup> deadline following approval from the VPL Board.

Trustees inquired when will the Board receive the results of the annual survey. Staff noted that the results will be presented at the March Library Board meeting. Trustees suggested that some subject headings could be rephrased to make it clearer and explicit, noted that staff identified cyber security as an emerging challenge and asked if they used the one time provincial funding to counter this. Director Kay Cahill replied that staff did not utilize the provincial funding but felt it was important to highlight this as an area of concern.

Trustees thanked staff for a well written report that highlighted the socio political tensions that were really insightful, highlighting challenges that the Library faces.

Moved by Joshua Davidson

*THAT the Committee recommend that the Board approve the 2024 Provincial Library Grant Report.*

**CARRIED UNANIMOUSLY**

### 4. December 31, 2024 (Q4) Financial Operating Results

Julia Morrison, Director of Corporate Services & CFO gave an overview of the financial statements for the quarter ending December 31, 2024. The library was over budget for the year by \$563K due to expenditures that were higher than budget by \$1.61M, partially offset by revenues which were higher than budget by \$397K, and transfers from reserves

that were higher than budget by \$650K. At the end of Q4, the library had spent 100.9% of its 2024 annual operating budget.

Trustees sought clarification around variances for the fourth quarter and inquired about the change in revenue from the prior year, which was due to the significant 2023 provincial enhancement grant and higher donations received in 2023, and asked about the change in presentation of the reserves information. Director Morrison replied that the reserves table was changed to a section within the body of the report in an effort to provide more description of the transfers.

Moved by Karen Spears

*THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the quarter ended December 31, 2024 for information.*

**CARRIED UNANIMOUSLY**

## **POLICY**

### **5. Respect in the Workplace Policy**

Balwinder Rai, Director of Human Resources, noted that Vancouver City Council rescinded the Respectful Workplace and Human Rights & Harassment policies and directed City staff to develop a replacement administrative policy. The policy proposed for VPL mirrors this update. The new Respect in the Workplace Administrative policy combines the previous Respectful Workplace policy and the Human Rights & Harassment policy and includes the concept of restorative processes. The intent is to provide a variety of alternatives to investigations, or as a complement to investigations, designed to address interpersonal conflicts rather than breaches of policy.

Trustees asked if the administrative policy closely resembles the City's policy, and staff confirmed that the VPL policy mirrors the City policy but made it more VPL specific as some terminology, city departments and positions are not the same. Staff also confirmed that the administrative policy will be posted in the VPL website.

Trustees noted that the Board policy has examples of disrespectful behaviours but this is not reflected in the administrative policy. Staff noted that these behaviours will be subject to investigation to determine if it was respectful or disrespectful behaviour. They acknowledged that it will be difficult to provide an encompassing list of behaviours and would instead use procedures to determine the appropriateness or inappropriateness of behaviour.

After discussion, the following motion was raised:

Moved by Karen Spears

*THAT the Committee recommend that the Board rescind two current Board policies - Respectful Workplace and Human Rights & Harassment and direct staff to create an administrative policy - Respect in the Workplace.*

**CARRIED UNANIMOUSLY**

## **GOVERNANCE**

### **6. 2025 SFHR Terms of Reference**

The Interim 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 SFHR TOR was last updated in 2021. The Committee did not identify any areas that required change or clarification.

Moved by Parveen Mangat

*THAT the Committee receive the Terms of Reference for information.*

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Joshua Davidson

There being no further business, the Chair declared the Regular meeting adjourned at 6:12 p.m.

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Ziming Yang, Chair

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Dawn Ibey, Secretary