

## **MANAGEMENT REPORT**

Date: October 18, 2022  
Author: Christina de Castell, Chief Librarian & CEO  
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Meeting Date: October 26, 2022

TO: Library Board  
FROM: Kevin Lowe, Chair, Governance Committee  
**SUBJECT: Annual Board Planning Calendar**

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### **SUMMARY**

This report presents an updated Annual Board Planning Calendar for trustee information, showing changes to timing based on recent experience.

### **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 used by the Board and VPL staff to plan activities during the year.

### **DISCUSSION**

The Annual Board Planning Calendar for 2023 is attached for review. It is provided to assist trustees in understanding activities that they can expect to participate in each year. The Governance Committee may wish to consider whether changes are needed before the calendar is included in the Trustee Orientation binder for 2023.

Month	Activities	Who	Timing
<b>January</b>	New trustee orientation	Chief Librarian (CL), past Board Chair, New Trustees	Prior to inaugural meeting
	CL performance review	Governance Committee, as appointed in 2022	As scheduled
	Committee identification	Chair in consultation with trustees	Following inaugural meeting
	InterLINK & VPL Trust Appointments	Chair & CL, email or board meeting motion	Following inaugural meeting as needed
	Board appointments (Branches, MLA & Council Liaisons)	Chair in consultation with trustees	Following inaugural meeting
<b>February</b>	New trustee branch visits	New trustees; Director, Neighbourhood and Youth Services	As scheduled
	New trustee tour of Central Library	New trustees; Director, Library Experience	As scheduled
	Library budget workshop	All trustees; Director, Corporate Services & Facilities	At board meeting
	Truth & Reconciliation/ Indigenous understanding	New trustees	Online on own time
<b>Feb/March</b>	Attend BCLTA Core Governance Workshop	New trustees	Set by BCLTA
	Meet with Council liaisons to introduce and connect	Trustees (Notes provided by Director, Planning & Communications)	Arrange w/ Council offices (VPL EA can help)
	VPL/VPLF Joint planning/learning activity	All trustees, VPLF Board	Set by Chair & CL in consultation with VPLF
	Discuss results of board self-assessment	Governance Committee or Board	At regular meeting
<b>March</b>	BC FOIPPA workshop	All trustees, Director, Library Experience	At board meeting
	VPL/VPLF Chairs meeting	VPL Board Chair	Set by Chair & VPLF Chair
<b>April</b>	BCLA Conference	Trustees invited, optional	April 12-14, 2023
<b>May</b>	City Service Awards	Trustees invited, optional	Set by COV
	BCLTA Conference	Trustees invited, recommended	Set by BCLTA
	BCLTA Governance: Chairing & Leading	New or prospective Board/committee chairs	Set by BCLTA
<b>June</b>	Province announces budget consultation	CL & Chair to prepare plan for submission	
	Review new investment requests/savings plans for COV budget	All trustees	At board meeting
<b>July</b>	Indicate intention to reapply	Trustees whose term is coming to an end; notify CL and Chair	

Month	Activities	Who	Timing
	COV Finance presentation on annual Budget Outlook. Includes Capital Plan if applicable.	All trustees	At Board or committee pre-meeting, based on Council
	Meet with Council liaisons to discuss budget priorities for next year	Trustees (Notes provided by Director, Planning & Communications)	
	Meet with MLA liaisons to discuss budget priorities for provincial budget	Trustees (Notes provided by Director, Planning & Communications)	Arrange w/ MLA offices (VPL EA can help)
	Start potential trustee identification	All trustees; encourage potential trustees to consider applying.	Call out comes in the fall
<b>August</b>	Summer Reading Club wrap events	Trustees invited, optional	Start in Aug and continue into early Sept
<b>September</b>	Review and confirm/edit design of board self-assessment survey	Governance Committee as assigned	
<b>October</b>	COV posts call out for trustee applications	Trustees who are reapplying	Set by COV
	Library Month	General opportunity to amplify libraries	All month
<b>Oct/Nov</b>	Approve submission for COV budget	All trustees	At board meeting
	VPL Staff Recognition Event	Trustees invited, recommended	
<b>November</b>	Subcommittee meets to review trustee applications	Continuing trustees from executive committee and CL	As scheduled
	COV budget book goes public; budget consultations	All trustees, participate and encourage communities to participate and support any VPL priorities	Set by COV
	Board self-assessment survey	All trustees; issued by Chair (supported by CL & EA)	Early November
	CL performance survey	All trustees; issues by Chair	Early November
<b>December</b>	COV public consultation on budget	Chair	At Council meeting, Set by COV
	Holiday Dinner	All trustees w/directors and VPLF/Friends of VPL exec	As scheduled