

Minutes of the VPL Board Meeting held on Wednesday, September 28, 2022 at 5:30 p.m. at the Level 8 Morris J. Wosk Boardroom, 350 West Georgia St., Vancouver, BC.

Present:	Tim Bottomer		
	Clr. Pete Fry	—	Vancouver City Councillor
	Kurt Heinrich	—	Vice Chair
	Victor Huang		
	Zahra Hussein		
	Kevin Lowe	—	Chair
	Melody Ma		
	Stuart Mackinnon		
	Raji Mangat	—	Vice Chair
	Barbara Parrott		
	Karen Spears		
	Abeer Yusuf		
Absent:	Harlan Pruden		
Management Present:	Christina de Castell	—	Chief Librarian & CEO
	Maryn Ashdown	—	Director, Neighbourhood & Youth Services
	Kay Cahill	—	Director, information Technology & Collections
	Dawn Ibey	—	Director, Central Library & Public Service
	Julia Morrison	—	Director, Corporate Services & CFO
Staff:	Scott Fraser	—	Manager, Marketing & Communication
	Jon Downey	—	Manager, Security Services
	Alyssa Green	—	Manager, Neighbourhood Services
	Erin Watkins	—	Manager, Programming & Learning
Guests:	Harrison Mooney	—	2022 VPL Writer-in-Residence
	Jenny Marsh	—	Executive Director, VPL Foundation
	Liza Saayman	—	President, CUPE Local 391
	Michelle Schouls	—	Director, CoV Facilities Planning & Development
	Mike Thicke	—	Manager, CoV Facilities Planning & Development
Recording Secretary:	Chrysalyn Tolentino	—	Executive Assistant

LAND ACKNOWLEDGEMENT

Trustee Abeer Yusuf acknowledged that our work takes place on the unceded and traditional homelands of the Musqueam, Squamish and Tsleil-Waututh Nations. She observed that the Library has done a great job in sharing resources on what we can do to learn more about Indigenous histories and in the next few days we will be celebrating the National Day of Truth and Reconciliation. She noted that a lot of this is concentrated on residential schools and that she recently learned this is not Indigenous history but colonial history. Indigenous history is separate, and she invited everyone to keep learning. She shared a quote from the Little Prince “what is essential is invisible to the eye”, noting that the work that we do is not going to be visible to other people and our intentions are between us and our belief system, not just about showing people how much we’ve done and how much we’ve learned, and she invited the work to change the system, including that everyone who can to visit onedaypay.ca to give one day of your pay in support of Indigenous projects, movements, organizations and Nations. Board Chair Lowe acknowledged that the National Day of Truth and Reconciliation is extremely important to commemorate.

INTRODUCTION: 2022 VPL WRITER-IN-RESIDENCE

Erin Watkins introduced the 18th VPL Writer-in-Residence Harrison Mooney, an award-winning writer, known for his work as a journalist with The Vancouver Sun and The Province and a recipient of the Jack Webster award for excellence in community reporting in 2018. Mr. Mooney’s debut memoir *Invisible Boy* was launched last week and the event was recorded and uploaded to the VPL Youtube channel. Mr. Mooney read a chapter from *Invisible Boy* about his first meeting with his biological father. Board Chair Lowe commented that he is proud and happy to have Mr. Mooney at VPL, sharing his narrative, and that it really captivated his audience, and that he looked forward to reading Mr. Mooney’s book and attending his events. The Board Chair also thanked the Friends of VPL for continuing to support the Writer-in-Residence program.

PRESENTATION

1. Trustee Retirement: Barbara Parrott

Board Chair Lowe announced that today is the last meeting for one of our trustees, Barbara Parrott, who has been a VPL Board trustee since January 2019 and expressed his appreciation for her willingness to participate in the Library Board and to bring public library issues to the Vancouver School Board. Trustee Parrott thanked the Board for the opportunity, noting that libraries are critically important and thanking VPL for maintaining the love for literature and the written word, and continuing to strive to demonstrate how important it is in democratic society to have libraries front and center.

2. Oakridge Branch Redevelopment Update

Michelle Schouls, Director of Facilities Planning & Development; Mike Thicke, Project Manager, Facilities, Planning & Development at the City of Vancouver; and Alyssa Green, VPL Manager of Neighbourhood Services provided an overview of the Oakridge project, shared the proposed library floor plan, and provided an update on the timeline. Trustee Mackinnon noted that there will be a gymnasium on the floor above the library and asked about acoustics. Mike Thicke noted that the project team is working with an acoustic consultant and planning on installing a specialized barrier for noise protection. Trustee Yusuf asked about the parents room capacity, and Alyssa replied that the room can provide comfortable seating for four. Trustee Ma congratulated the design team for a thoughtful design especially the children's area. Chief Librarian & CEO de Castell thanked staff who are working on this project, noting that this is a huge amount of work, and that the next step for staff is the start of purchasing materials for this location. She noted that at 22,000 sq.ft., Oakridge will be the biggest branch outside of downtown core, and staff are looking forward to having a community hub that will provide recording studios, musical instruments and early learning support to the community. Board Chair Lowe commented that he is glad to hear the wonderful work staff are doing and is looking forward to the next update.

<The Board went on a break at 6:36 p.m. and meeting resumed at 6:43 p.m.>

ADMINISTRATION

3. Consent Agenda - Removal of Items and Approval

Trustees agreed to pull out the Strategic Plan Reporting – Q2 2022 and Updated 2022 Board Attribute Skills Matrix reports from the consent agenda.

Moved by Stuart Mackinnon and seconded by Zahra Hussein

THAT the following Board reports be approved on consent:

- Draft Minutes – September 14, 2022 Governance Committee Regular Meeting
THAT the Library Board receive the draft minutes for information.
- Draft Minutes – September 19, 2022 CRPD Committee Regular Meeting
THAT the Library Board receive the draft minutes for information.
- VPL Foundation Donor Trends
THAT the Library Board receive the report for information.
- Draft Minutes – September 21, 2022 SFHR Committee Regular Meeting
THAT the Library Board receive the draft minutes for information.
- Q2 2022 Financials
THAT the Library Board receive the report for information.

- Letter from Ministry of Municipal Affairs re: 2022 Provincial Public Library Grant Award
THAT the Library Board receive the correspondence for information.
- Letter from VPL Board Chair to M. Martin re: 2022 Provincial Public Library Grant Award
THAT the Library Board receive the correspondence for information.
- Letter from J. Chuback, InterLINK Board Chair re: InterLINK Compensation
THAT the Library Board receive the correspondence for information.
- VPL VIRL LALA Joint Letter re Responding to DRIPA in BC Public Library Governance
THAT the Library Board receive the correspondence for information.
- Letter from VPL Board Chair to InterLINK re: VPL Compensation
THAT the Library Board receive the correspondence for information.

CARRIED UNANIMOUSLY

4. Approval of the Agenda

Moved by Raji Mangat and seconded by Abeer Yusuf

THAT the Board approve the regular meeting agenda as received.

CARRIED UNANIMOUSLY

5. Minutes

The draft minutes of the Regular Meeting held June 22, 2022 were presented to the Board for approval.

Moved by Tim Bottomer and seconded by Kurt Heinrich

THAT the draft minutes of the Regular Meeting held June 22, 2022 be approved as received.

CARRIED UNANIMOUSLY

REQUEST FOR INFORMATION

➤ CUPE Local 391

Liza Saayman, President of CUPE 391, reported that the CUPE 391 Executive Committee held a think tank last week and created action items. They are focusing around education and training for all members, including for Truth & Reconciliation, and member engagement. She noted that the Union and employer will be heading for the bargaining table in the next while. She also noted that members have seen a noticeable increase in incidences of racism and undertones of violence in library locations, and commented that

employees have various channels to raise their issues to the Security Committee and OH&S Committee. She shared that the Union is also hearing that management understands this is an issue, and that we are discussing broader involvement from the Union side. The Union understands that health and safety of staff is a shared concern.

➤ **Friends of VPL**

On behalf of the Library Board, Board Chair Lowe expressed his appreciation to the Friends of VPL for their contribution and support of VPL programs, including the Writers in Residence program, and for a very successful book sale.

➤ **VPL Foundation**

Jenny Marsh, Executive Director of the VPL Foundation (VPLF) shared that they hosted three Rooftop Remix events during the summer, intended to expand their database of prospective donors. They were able to garner 900 new names from these events and made wonderful connections with current supporters. The Foundation is currently preparing for their annual report which is scheduled to be released on October 11, and they are also preparing for the annual cardholder campaign. They also underwent a financial audit which was the first time they have done this without the support of VPL Finance team. The Foundation is actively recruiting for new board members, hoping to increase diversity and they will have two new members in December.

Vice Chair Mangat congratulated the Foundation for a successful Rooftop Remix event that she had the opportunity to attend. Board Chair Lowe added that he, together with Vice Chair Heinrich, Chief Librarian & CEO de Castell and Director Julia Morrison met with the chair and others from the VPL Foundation to discuss opportunities for collaboration and educating the Library Board on the role of fundraising.

ITEM FOR DECISION

6. Donor Recognition Policy

Vice Chair Kurt Heinrich introduced the report noting that the Community Relations, Planning and Development Committee recommended that the Board approve the revised policy. Chief Librarian & CEO de Castell noted that this policy follows the approved Interim Naming Policy to focus on recognition of donations that do not include naming of library spaces, and that it includes recognition of donations received by VPL directly. Vice Chair Mangat asked if the VPL Foundation Board will implement this policy and Chief Librarian & CEO de Castell affirmed that this is the intention. Trustee Huang noted that the scope of the policy applies to the VPL Foundation and Friends of VPL and asked if staff have asked them to review and provide feedback. Chief Librarian & CEO de Castell responded that staff coordinated with the VPL Foundation since they are the primary fundraising arm for the Library and coordinate recognition. Trustee Huang followed up with a question if this policy

applies to the VPL Trust. Chief Librarian & CEO de Castell noted that it does not apply to the VPL Trust since no one can directly donate to the Trust. Trustee Ma asked why people donate directly to the library rather than through the Foundation. Chief Librarian & CEO de Castell responded that it is likely that some people are not aware of the Foundation, and noted that the Library is also a charitable organization. Board Chair Lowe noted the importance of VPL working with the VPL Foundation and the Friends of VPL for thoughtful and appropriate recognition for major donations. At the conclusion of the discussion, the following motion was raised:

Moved by Kurt Heinrich and seconded by Tim Bottomer

That the Board approve the revised Donor Recognition Policy.

CARRIED UNANIMOUSLY

7. Naming Library Spaces – Implementation Considerations

CRPD Chair Heinrich introduced the report noting that the Community Relations, Planning and Development Committee agreed with the recommendation that up to 50% of spaces can receive a philanthropic name, and discussed issues related to timing and adjacency with community named spaces. The Committee agreed to establish a Naming subcommittee, and further discussed areas that would need to be included in Terms of Reference for the Naming Committee.

Trustee Bottomer asked if staff have a clear sense of what spaces are nameable. Chief Librarian & CEO responded that staff work with the VPL Foundation for recommendations, and these are brought to the Board for decisions on what is nameable. Trustee Parrott cautioned that naming facilities might have possible repercussions in the future and supported Indigenous naming. Vice Chair Heinrich replied that the Board has the ability to revoke the naming in the Interim Naming policy and Chief Librarian & CEO de Castell added that the approach is now to limit the naming to the useful life of the facility. Trustee Ma asked what happens if the Board chooses not to accept a recommendation or revokes a name, and Chief Librarian & CEO de Castell responded that it will depend on the terms associated with the naming.

Chief Librarian & CEO de Castell clarified that the decision before the Board today is the number of places that can receive philanthropic naming at up to 50%. Trustee Mackinnon noted that this is for internal naming and not naming of branches. Trustees discussed that up to 50% is ambiguous and agreed to replace this with no more than 50%, noting for example if there were 4 nameable spaces, 2 could be philanthropic names. Vice Chair Mangat asked for clarification if outdoor spaces are also included. Chief Librarian & CEO de Castell confirmed that outdoor spaces could be included, if they were library spaces. Trustee Bottomer asked about shared spaces for co-located branches. Chief Librarian &

CEO de Castell explained that VPL would need to seek agreement with the organizations that share the space, such as the Vancouver Board of Parks & Recreation.

Trustee Ma queried if there is an inventory of spaces that are available for naming, and Chief Librarian & CEO de Castell answered that there is one for Central Library because of Capital Campaign, and that this was approved by a prior Board. Vice Chair Mangat asked about the number of spaces that currently have philanthropic naming. Director Nelson replied that we have approximately 20% of spaces in Central with philanthropic names and none in branches. Trustee Ma asked if VPL is planning to undertake fundraising associated with naming in the next five years. Chief Librarian & CEO de Castell replied that the revitalization of Levels 2 and 3 will be supported by fundraising, and other naming opportunities will be considered in the context of new builds. She noted that there is no system-wide initiative planned.

Trustee Bottomer asked if the VPL Foundation has a similar policy and will pre-screen potential donors. Vice Chair Heinrich replied that the VPL Foundation and VPL staff work very closely and VPL Foundation staff are very aware of VPL values and would determine whether donors will be a good fit. Chief Librarian & CEO de Castell noted that we used to have a process that had the Library Board doing the pre-screening. The new policy would change this so that the Board approves once the donor has indicated that they are ready to donate, in response to past Board concerns about a two-step process that spanned many years and multiple Boards. She shared that the VPL Foundation checks the history of the donor including history with Indigenous communities. Trustee Ma indicated that she is still unclear who the VPL Foundation will seek approval from and asked if there are other stakeholders. Chief Librarian & CEO de Castell responded that the Library Board is the only body that will approve naming in library spaces.

At the conclusion of the discussion, the following motion was raised:

Moved by Stuart Mackinnon and seconded by Abeer Yusuf

THAT in any one VPL location, no more than 50% of spaces can be given a philanthropic name;

CARRIED

One opposed

Moved by Melody Ma and seconded by Raji Mangat

THAT the VPL Foundation seeks approval from the VPL Board for naming recognition after the donor, donation, and space details have been identified.

CARRIED UNANIMOUSLY

<Trustee Abeer Yusuf left at 7:38 p.m.>

Board Chair Lowe thanked the staff and the VPL Foundation for their work on this policy.

8. Controlled Digital Lending/Digitization

SFHR Committee Chair Hussein introduced the report noting that there was a robust discussion at the Services, Finance and Human Resources Committee meeting. Committee members noted the benefit of having digital materials available for digital lending, the mandate of libraries to provide access to knowledge and that at the same time the VPL Board would want to respect right holders. She noted that most on the Committee agreed that this was a good starting point for an untested approach, and that the Board can make changes to policies anytime.

Vice Chair Heinrich asked for more details on the concerns noted in the meeting minutes. Chief Librarian & CEO de Castell provided background information on the lawsuit naming Internet Archive and controlled digital lending and noted that Internet Archive is the primary tool being used for controlled digital lending by libraries. She shared that there is discussion amongst Canadian libraries about a Canadian-library managed platform, but VPL will need to use Internet Archive if we want to begin lending now. Trustee Ma asked about the strikethrough of bullet 2 under Section 4 General Guidelines. Chief Librarian & CEO de Castell noted that the statement was removed because this is a duplication of bullet 3 that was identified after the Committee meeting. Trustee Spears noted that there was discussion about the Principles section to ensure it was clear how VPL will respond to rights holder's requests for removal of their content. Board Chair Lowe thanked Trustee Spears for this important point and noted that the Committee did amend the motion, but the change was not reflected in the draft policy presented in the package. Chief Librarian & CEO confirmed that this change was agreed and that the language in the policy should read "VPL will remove digitized books from library collections at the request of legitimate rights holders."

Trustee Huang asked about the likelihood of litigation risks for the Library. Chief Librarian & CEO de Castell responded that this is low, noting that the purpose of VPL's digitized collection would be preservation. She commented that for high use materials, it is much more appropriate for VPL to acquire material from the publisher or rights holder, because digitizing content is expensive, and it is typically not in an accessible format for people with visual impairment. Trustee Bottomer asked about use of material in controlled digital lending collections. Chief Librarian & CEO de Castell shared that Internet Archive has found is that most content is used for 10 minutes or less, and much is not really used at all, consistent with behaviour for research purposes. For recreational users, who are most public library users, they do not like digitized content and prefer born-digital formats from publishers. The purpose of controlled digital licensing for VPL will be to support the public in research and preservation, rather than for intense use of individual items, to meet the cultural heritage role of the library to preserve and make available content that is no longer

widely available to the public.

Vice Chair Mangat suggested to consider incorporating the last sentence from the Indigenous considerations into the Principles in the policy. Trustee Bottomer expressed concern about using this particular language. Following discussion, including comment from Vice Chair Mangat about the current conversations about data sovereignty, ownership, and control of data, knowledge and information for Indigenous Peoples, Chief Librarian & CEO de Castell suggested that language be added that “VPL will follow, or seek to collaborate to establish, Indigenous protocols for the digitization of works authored by or depicting Indigenous Peoples.” The Board agreed to incorporate this statement in the policy. Trustee Ma expressed her delight with this innovative project that will provide access and efficiency for research as well as preservation of knowledge and heritage. At the conclusion of the discussion, the following motions were raised:

Moved by Raji Mangat and seconded by Tim Bottomer

THAT the Board approve the Digitization and Lending of Print Books Policy with the changes; and,

THAT VPL seek legal advice, in collaboration with other libraries, to determine if additional guidelines are needed for choosing material to be digitized for controlled digital lending in order to minimize risk to the library.

CARRIED UNANIMOUSLY

9. Strategic Plan Reporting – Q2 2022

Board Chair Lowe inquired if program participation is relative to the number of programs offered. Chief Librarian & CEO de Castell confirmed that participation is directly affected by how many programs we offer, and noted that we are not yet offering programs at 2019 levels. This will continue to increase. Vice Chair Mangat requested an update on relationship building with Musqueam, Squamish and Tsleil-Waututh Nations. Chief Librarian & CEO de Castell replied that staff is developing a report for the November CRPD Committee meeting to present a VPL Indigenous Rights and Reconciliation Strategy. Staff have met with the Tsleil-Waututh and Musqueam Nations and have invited meetings with Squamish Nation, and Christina is organizing a panel of library CEOs for the 2023 Ontario Library Association Conference to share libraries’ work on UNDRIP.

Moved by Raji Mangat and seconded by Zahra Hussein

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

10. Updated 2022 Board Attribute Skills Matrix

Board Chair Lowe noted that Governance Committee discussed the need to update the Board Attributes/Skills Matrix, and that Vice Chair Heinrich updated the knowledge and experience section. Board Chair Lowe asked trustees to complete a survey that will be distributed by staff in order to understand knowledge and skills gaps to inform trustee recruitment for 2023.

Moved by Stuart Mackinnon and seconded by Kurt Heinrich

THAT the Board receive the report for information.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Stuart Mackinnon and seconded by Barbara Parrott

There being no further business, the Chair declared the meeting adjourned at 8:05 p.m.

Kevin Lowe, Chair

Christina de Castell, Secretary