

## VPL BOARD

### Regular Meeting Minutes

### Wednesday, April 28, 2021

---

Minutes of the VPL Board Meeting held on Wednesday, April 28, 2021 at 5:30 p.m. via video conference.

<b>Present:</b>	Jennifer Chan	—	Chair
	Kurt Heinrich		
	Zahra Hussein		
	Rebecca Jules		
	Kevin Lowe	—	Vice Chair
	Raji Mangat	—	Vice Chair
	Barbara Parrott	—	Vancouver School Board Trustee
	Harlan Pruden		
	Rhonda Sherwood		
	Karen Spears		
<b>Absent:</b>	Clr. Pete Fry	—	Vancouver City Councillor
	Stuart Mackinnon	—	Vancouver Park Board Commissioner
	Abeer Yusuf		
<b>Management Present:</b>	Christina de Castell	—	Chief Librarian & CEO
	Kay Cahill	—	Director, Collections & Technology
	Julie Iannacone	—	Director, Neighbourhood & Youth Services
	Dawn Ibey	—	Director, Library Experience
	Julia Morrison	—	Director, Corporate Services & Facilities
	Carol Nelson	—	Director, Planning & Communications
	Balwinder Rai	—	Director, Human Resources
<b>Staff:</b>	Jennifer Lee	—	Manager, Circulation Services
	Maryn Ashdown	—	Assoc. Director, Neighbourhood & Youth Services
<b>Guests:</b>	Kari Scott-Whyte	—	President, CUPE Local 391
	Wendy Fletcher	—	JOHS Union Co-Chair
	Samantha Mills	—	Member-at-Large, CUPE Local 391
	Jenny Marsh	—	Executive Director, VPL Foundation
	Darius Maze	—	Co-Chair, Friends of VPL
<b>Recording Secretary:</b>	Chrysalyn Tolentino	—	Executive Assistant

## INTRODUCTORY REMARKS

Trustee Mangat acknowledged that our work takes place on the unceded homelands of the Musqueam, Squamish and Tsleil-Waututh Nations and expressed her gratitude for their stewardship of this land. She also recognized the land of her ancestors in Punjab, India. Trustee Mangat referred to Treaty 8 that included provisions to maintain livelihood for the First Nations in the Northern Alberta region. She noted that she is new to understanding decolonization as a concept and practice and is grateful that we have so many teachers in this circle including Trustees Pruden and Jules as well VPL staff, and that in coming to this circle, we draw strength from each other.

Board Chair Chan noted that this week includes the World Day for Health and Safety in the workplace and the Day of Mourning for those who have lost their lives on the job. She expressed her gratitude to Board and management for agreeing that work safety is a priority in our workplace and noted that health and safety includes mental health. She thanked staff for reaching out to the North Vancouver Public Library staff. Board Chair Chan observed that it was also Administrative Professional Day and thanked Executive Assistant Chrysalyn Tolentino and Administrative Assistant Joan Brookes for their support to Board members.

## PRESENTATION

### 1. Children's Literacy Space

Maryn Ashdown, Associate Director, Neighbourhood & Youth Services, presented information about the new Renfrew Branch Children's Early Literacy Space installed in January 2021. Maryn noted that the Early Literacy Space was funded by the VPL Foundation and VPL Reserves and designed by F&D Scene Changes. Maryn noted that based on developmental research, children learn best through play and the new children's space at Renfrew Branch helps kids and families build a strong foundation for learning and literacy. She added that public response from families has been overwhelmingly positive, and adults and teens love the space as well.

Trustee Heinrich noted that he was really happy to hear that we are planning to build literacy spaces in other branches, and asked about criteria staff uses in choosing the next locations. Maryn responded that staff uses demographic data and facility condition in determining next location. Chief Librarian & CEO de Castell noted that we expect to fund the next project using Library reserve funds. For future projects, if we are unable to fund them through donations, we will consider a funding plan that incorporates capital investment from the City.

Trustee Sherwood asked about funding for the Central Children's Library renovation. Chief

Librarian & CEO de Castell replied that the Central Library capital campaign has been a major capital fundraising campaign for the VPL Foundation, and this is the source of funds for the Children's Library. Trustee Pruden inquired about the over-representation of apparently white people in the video and asked about reasoning. Maryn responded that we had engaged diverse models for the filming, but diversity was not well represented in the final product. She thanked Trustee Pruden for pointing this out.

## **ADMINISTRATION**

### **2. Consent Agenda - Approval**

Moved by Raji Mangat and seconded by Harlan Pruden

*THAT the following Board reports be approved on consent:*

- Patron Usage Statistics Report – March  
THAT the Library Board receive the report for information.
- 2020 Technology Initiatives Provincial Grant Report  
THAT the Library Board receive the report for information.
- Draft Minutes -- April Governance Committee Regular Meeting  
THAT the Library Board receive the draft minutes for information.
- Draft Minutes -- April CRPD Committee Regular Meeting  
THAT the Library Board receive the draft minutes for information.
- Governance Input, Feedback and Relationships  
THAT the Library Board receive the report for information.
- Draft Minutes -- April SFHR Committee Regular Meeting  
THAT the Library Board receive the draft minutes for information.
- Q1 2021 Financials  
THAT the Library Board receive the report for information.
- Public Library InterLINK 2020 Audited Financial Statements  
THAT the Library Board receive the correspondence for information.

**CARRIED UNANIMOUSLY**

### **3. Approval of the Agenda**

Moved by Zahra Hussein and seconded by Harlan Pruden

*THAT the Board approve the regular meeting agenda as received.*

**CARRIED UNANIMOUSLY**

#### 4. Minutes

The draft minutes of the Regular Meeting held March 24, 2021 were presented to the Board for approval.

Moved by Karen Spears and seconded by Rhonda Sherwood

*THAT the draft minutes of the Regular Meeting held March 24, 2021 be approved as received.*

**CARRIED UNANIMOUSLY**

#### REQUEST FOR INFORMATION

##### ➤ **CUPE Local 391**

Kari Scott-Whyte, President of CUPE 391, was joined by Wendy Fletcher, Co-Chair of the Joint OH&S Committee and Samantha Mills, Member-at-Large, CUPE Local 391. Kari recognized that today is the National Day of Mourning and members had held a moment of silence for those who lost their lives this year. CUPE 391 held their Annual General Meeting on April 25. The electronic ballot closes on May 9 and they will announce the election results on May 10. She identified that they are looking forward to productive bargaining discussions with the employer. Wendy Fletcher shared that the Joint OH&S Committee recently resolved several outstanding items and appreciates the vastly improved communication channels with the Employer that enable them to easily triage issues and improve on how they deliver information to members. The Committee continues to refine core processes such as worksite inspections and incident investigations. She added that mental health is a huge concern and the Committee conducted site visits related to recent losses. The Committee appreciates the Chief Librarian & CEO and CUPE 391 President's support. Board Chair Chan welcomed Samantha to the Board meeting and expressed her gratitude for the Joint OH&S Committee's work and that she was very happy to hear that the Committee is working well.

##### ➤ **Friends of VPL**

Darius Maze, Co-Chair of the Friends of VPL, reported that the Friends will hold their Annual General Meeting in May and will be transitioning to a governance board. He was also excited to share that the Friends will be able to grant \$20,000 to VPL this year. He appreciates the great working relationship between the Friends and VPL and thanked the Chief Librarian & CEO and Marketing & Communications Manager Scott Fraser for their support, as well as the many volunteers and the VPL Foundation. The Friends will work on defining their role in fundraising next year. Darius explained lifetime membership in response to Trustee Pruden's inquiry. Board Chair Chan thanked the Friends for their support to the Library.

➤ **VPL Foundation**

Jenny Marsh, Executive Director, VPL Foundation reported that the Library Giving Day campaign went well and raised \$28,000 in undesignated funds. People gave generously and first time donors were enthusiastic with their response. The VPL Foundation Board is moving forward to approve their budget and they are excited to work with the Friends of VPL in raising funds for the Library. Trustee Sherwood suggested that some of the undesignated funds be used for adult literacy spaces. Trustee Pruden thanked the VPL Foundation for the tone of the communication for the Library Giving Day and noted that the print and social media materials were beautiful.

➤ **Trustee Roundtable**

Board Chair Jennifer Chan gave a presentation on the VPL Strategic Plan to City Council on April 13, met with Mayor Kennedy Stewart on April 20, and attended a Friends of VPL meeting on April 13.

The following Trustees met with their Council liaisons to discuss the fine forgiveness campaign:

- Trustee Harlan Pruden met with Cllr. Jean Swanson on April 15
- Trustee Zahra Hussein met with Cllr. Lisa Dominato on April 20
- Trustee Rebecca Jules met with Cllr. Adrienne Carr on April 23
- Trustee Karen Spears met with Cllr. Colleen Hardwick on April 26
- Trustee Kurt Heinrich met with Cllr. Sarah Kirby-Yung on April 26
- Vice Chair Kevin Lowe met with Cllr. Michael Wiebe on April 29

**ITEMS FOR DECISION**

**5. Statement of Financial Information (SOFI)**

Zahra Hussein, Chair of Services, Finance & Human Resources Committee, presented the 2020 SOFI and noted that the Board is required to approve the SOFI financial statements and schedules and the Library is required to file these with the Province in May 2021. It was noted that the City's Internal Audit group conducted tests and examinations of the financial statements and found that these materials were prepared consistently with the City's corporate accounting policies and general ledger.

Moved by Raji Mangat and seconded by Rhonda Sherwood

*THAT the Board approve the financial statements and schedules included in the 2020 Statement of Financial Information, produced under the Financial*

*Information Act, and that the Chair of the Library Board sign the approval on behalf of the Board.*

**CARRIED UNANIMOUSLY**

**6. Reserve for Library Gifts and Grants Summary**

Zahra Hussein, Chair of the Services, Finance & Human Resources Committee, outlined the recommendation for approval for transfers from Reserves for 2021. Board Chair Chan acknowledged that the Chief Librarian & CEO has authorization to transfer reserves up to \$50,000 and some of the items are below this amount, but they have been included for the Board to provide information about how funding from reserves will support Strategic Plan goals.

Moved by Karen Spears and seconded by Rhonda Sherwood

*THAT the Board receive this report for information; and*

*THAT the Board approves transfers of up to \$165,000 from the general reserve, to fund Digital Library Support Staffing, Inspiration Lab equipment, Multicultural Strategy/consultant, and Equity staffing & training.*

**CARRIED UNANIMOUSLY**

**7. Governance Committee Terms of Reference**

Harlan Pruden, Governance Committee Chair, shared that the Committee reviewed the terms of reference and identified editorial changes for consistency and tone, added Reconciliation in governance as a responsibility within its scope, and a responsibility to ensure processes are in place for the performance review of the Chief Librarian & CEO.

Moved by Zahra Hussein and seconded by Raji Mangat

*THAT the Board approve the revised Governance Committee Terms of Reference.*

**CARRIED UNANIMOUSLY**

**8. Chief Librarian & CEO Performance Review Process**

Harlan Pruden, Governance Committee Chair, presented for Board approval the updated performance evaluation framework policy, and advised that Board Chair Chan, and Trustees Heinrich and Pruden would lead the process in 2021. The Committee has streamlined and narrowed the focus on who will be engaged for feedback. Trustee Pruden thanked Trustee Heinrich for the conversation about Indigenous relationships that took place at Committee. Trustee Hussein appreciated the addition of the Indigenous Considerations and sought confirmation about the process for the relationship with the

Musqueam, Squamish and Tsleil-Waututh Nations. Chief Librarian & CEO de Castell responded that the intention is to consider evaluation of the Chief Librarian & CEO in terms of strategic plan priorities. She added that we have sent invitation letters to the Nations. Board Chair Chan commented that we will have flexibility on who we will engage when conducting the performance review.

Moved by Raji Mangat and seconded by Kurt Heinrich

*THAT the Board approve the revised Chief Librarian & CEO Performance Appraisal Framework policy.*

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Kevin Lowe and seconded by Rhonda Sherwood

There being no further business, the Chair declared the meeting adjourned at 6:36 p.m.

---

Jennifer Chan, Chair

---

Christina de Castell, Secretary