



Minutes of the VPL Board Community Relations, Planning & Development Committee Regular Meeting held on Monday, March 16, 2020 at 5:30 p.m. via conference call.

**Present:** Jennifer Chan  
Kurt Heinrich – Chair  
Rebecca Jules  
Kevin Lowe  
Harlan Pruden

**Absent:** Abeer Yusuf

**Management**

**Present:** Christina de Castell – Chief Librarian  
Kay Cahill – Director, Collections & Technical Services  
Julie Iannacone – Director, Neighbourhood & Youth Services  
Julia Morrison – Director, Corporate Services & Facilities  
Carol Nelson – Director, Planning & Communications

**Recording**

**Secretary:** Chrysalyn Tolentino – Executive Assistant

**ADMINISTRATION:**

**1. Approval of the Agenda**

Moved by Harlan Pruden

*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 February 18, 2020 for approval by the Committee.

Moved by Jennifer Chan

*THAT the draft minutes of Regular Meeting held February 18, 2020 be approved as received.*

**CARRIED UNANIMOUSLY**

## COMMUNITY RELATIONS

### 3. COVID-19 Update

Chief Librarian Christina de Castell detailed the steps that staff have undertaken related to COVID-19 including:

- Communicating to staff on the cleaning protocol particularly around the Children's area.
- Instructions to cancel events with over 250 people and contacting organizers to resize events and offering waiving fees.
- Social distancing for staff.

On Monday, the City of Vancouver, in an effort to reduce the chance of COVID-19 spreading amongst the public, has announced the closure of several City, Park Board and VPL facilities effective immediately on March 16, 2020. These are precautionary measures being taken to increase social distancing and reduce the risk of spread and at this point there are no known cases of COVID-19 amongst City staff. Christina held a staff conference call in the afternoon providing more details to staff.

We are planning to continue to offer phone, email and online services for now, and redeployment is also a possibility. We have asked staff to continue coming in to work at their regular schedule to work on projects while the library is closed such as shelf reading, weeding and other work related to preparation for the work room moves at Central Library. We are also keeping the Atrium and lower level washrooms open and will keep the number of people under 50.

Trustees asked if there is anything the Board can do to help. The Chief Librarian responded that it would be helpful if Trustees could relay any public sentiments or comments. Committee members also asked about computer access for those who rely on the library. Christina responded that we will monitor for need and will coordinate with the City's Community Services if we need to make changes to accommodate this need.

## ADJOURN

Moved by Harlan Pruden

There being no further business, the Chair declared the meeting adjourned at 5:50 p.m. and moved to in camera as per Board Procedure Policy 7(o)(iii) *Labour relations and other employee relations*.

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Kurt Heinrich, Chair

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Christina de Castell, Secretary