



Vancouver Public Library

MANAGEMENT REPORT

Date: July 15, 2020
Author: Christina de Castell, Chief Librarian
VanDocs#: DOC/2020/168370
Meeting Date: July 22, 2020

TO: Library Board
FROM: Carol Nelson, Director, Planning & Communications
SUBJECT: Policy Management Framework

SUMMARY

This report provides an update to the Policy template to support Board Policy Review, following trustees' identification that an intended element was missing.

PURPOSE

This report is for information.

RECOMMENDATIONS

That the Board receive the report for information.

BACKGROUND

Policies and their accompanying procedures are key documents in any organization. At VPL, policies set out the principles that we will follow in delivering service to our patrons in alignment with the library's vision, mission and values.

The Board received the Policy Framework at the June 2020 Board meeting for review and information. The Governance Committee had previously received a draft of this document in April 2019 and provided feedback, which was incorporated into the version presented. In recent years, trustees have identified the importance of including consideration of Indigenous ways of knowing, being and doing into policy development, and the intention to include this in templates for both reports and policies. This included in discussion of the priorities for the

Strategic Plan for 2020-2032, and trustees agreed to set Reconciliation as a priority that would carry throughout the plan.

DISCUSSION

The Board Chair advised the Chief Librarian that the practical implementation of the Board's intention was missing in the policy templates presented to the Board in June. The Chief Librarian has acknowledged that this was an unintentional omission. The revised templates are attached, adding a heading "Indigenous Considerations". Inclusion in the template serves the purpose of ensuring that staff and trustees consider the impact that a policy or service could have on Indigenous individuals and communities, consider specific dialogues or partnerships with Indigenous groups or organizations that may inform the policy or service, and reflect on Indigenous ways of knowing, being and doing in policy development.

In addition, during discussion of the Policy Framework in June, trustees identified that the policy process presented in the Framework is traditional, and noted that traditional policy frameworks have sometimes failed certain groups, and that the Library may wish to explore other policy frameworks in certain circumstances. This need to consider other approaches was included in the Policy Framework as presented to the board, however, this will require further expansion in future revisions to identify specific approaches, in particular Indigenous approaches, to meet the Board's full intentions.

Staff will be developing knowledge and implementing processes to ensure that other policy frameworks are considered, as well as learning and continuing to discuss how to implement processes that reflect on Indigenous considerations in policy and service development. This includes learning from the work of Indigenous authors and scholars on policy and governance. Trustees have recognized that the Policy Management Framework will be a living document, and will be subject to modifications over time. This Policy Management Framework and the templates will be used to guide staff and support policy development and review by the VPL Board.

FINANCIAL IMPLICATIONS

The development of the policy management framework and the review of Board policies will be conducted within the scope of regular operations.

FINAL REMARKS

A clear, consistent and relevant set of Board policies is critical for the effective governance and operations of VPL. A policy management framework will enable VPL to oversee, manage and maintain its policies effectively, and templates demonstrate the ways that we implement our intentions.



Vancouver Public Library

BOARD POLICY

SUBJECT:	
CATEGORY:	POLICY CODE:

Objective

Scope

Definitions (Optional)

Indigenous Considerations

Policy Statements

Non-compliance Consequences

Policy Administration Roles and Responsibilities

Enter Content Owner	Oversees and recommends updates to the policy as required.
Enter Committee	Reviews policy as required and recommends changes to the Board
Board	Approves policy and revisions to the policy
Chief Librarian	Administers the policy

Related Policies

Approval History

ISSUED BY:	Library Board	APPROVED BY:	Library Board	DATE:		
REVISED BY:		APPROVED BY:		DATE:		
REVISED BY:		APPROVED BY:		DATE:		

DATE OF NEXT REVIEW		REVIEW CYCLE	[#] Years
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Related Procedures

Appendices



ADMINISTRATIVE POLICY

SUBJECT:	
CATEGORY:	POLICY CODE:

Objective

Scope

Definitions (Optional)

Indigenous Considerations

Policy Statements

Policy Procedures (Optional)

For Staff:

For Manager:

Non-compliance Consequences

Policy Administration Roles and Responsibilities

Enter Content Owner	Oversees and recommends updates to the policy as required.
Approving Authority	Approves the policy, delegates monitoring of adherence of this policy to the Managers Group.
Managers Group	Oversees the day-to-day implementation of the policy and procedures.
Special Function Manager	Regularly reviews the procedural parts of the policy to reconcile discrepancies.

Related Policies

Approval History

ISSUED BY:	Directors Group	APPROVED BY:	Directors Group	DATE:		
REVISED BY:	Directors Group	APPROVED BY:	Directors Group	DATE:		

DATE OF NEXT REVIEW		REVIEW CYCLE	[#] Years
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Appendices