

Minutes of the VPL Board Services, Finance & Human Resources Committee Meeting held on Wednesday, March 16, 2022 at 5:30 p.m. via Zoom video call.

Present: Tim Bottomer
Victor Huang
Zahra Hussein — Chair
Kevin Lowe
Raji Mangat

Absent: Melody Ma

Management

Present: Christina de Castell — Chief Librarian & CEO
Julie Iannacone — Director, Neighbourhood & Youth Services
Dawn Ibey — Director, Central Library & Public Service
Julia Morrison — Director, Corporate Services & CFO
Carol Nelson — Director, Planning & Communications
Balwinder Rai — Director, Human Resources

Guest: Johnathan Dyer — Acting President, CUPE 391

Recording

Secretary: Chrysalyn Tolentino — Executive Assistant

INTRODUCTORY REMARKS

Committee Chair Hussein acknowledged that our work takes place on the unceded homelands of the Musqueam, Squamish and Tsleil-Waututh Nations. She also welcomed Victor Huang as a new member of the Committee.

ADMINISTRATION:**1. Approval and Additions to the Agenda**

Moved by Tim Bottomer

THAT the Committee approve the regular meeting agenda as amended.

CARRIED UNANIMOUSLY

2. Minutes

The Chief Librarian & CEO presented the draft minutes of the Regular Meeting held March 16, 2022 for approval by the Committee.

Moved by Tim Bottomer

THAT the draft minutes of the Regular Meeting held March 16, 2022 be approved as received.

CARRIED UNANIMOUSLY

FINANCIALS

3. 2021 Statement of Financial Information

Julia Morrison, Director, Corporate Services & CFO presented the 2021 Statement of Financial Information for the year ending December 31, 2021 and its accompanying schedules. Director Morrison noted that the City's Internal Audit Division reviewed and analyzed the library's financial information and found the financial statements were prepared in accordance to Public Sector Accounting Standards and were consistent with the City's corporate accounting policies and general ledger. The SOFI is submitted to the Province in May and will be publicly available on our website.

Trustee Huang sought clarification around terminology and the inclusion of certain notes. Director Morrison clarified that the SOFI is based on a provincial template and that we ensure all required material is included in the report.

Board Chair Lowe asked about the disclosure of staff remuneration over \$75K and whether staff have expressed concern about their remuneration being made public. Director Morrison noted that this is a standard practice and it is also disclosed in the City's SOFI, and that she understands all municipal employees to be aware of this requirement. Chief Librarian & CEO de Castell added that VPL's salary pay scales are public, including those within collective agreements for unionized staff, and the pay scales for exempt staff. Committee Chair Hussein and Trustee Bottomer identified the same practice in their industries and other public sector employers.

Trustee Huang asked how much the Library has invested with the Vancouver Foundation. Director Morrison responded that the Library does not have funds with the Vancouver Foundation but the VPL Trust and VPL Foundation do.

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

Moved by Tim Bottomer

THAT the Committee recommend that the Board approve the financial statements and schedules included in the 2021 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

4. Q1 2022 Financials

Julia Morrison, Director of Corporate Services & CFO, summarized and gave an overview of the financial statements for the month-ending March 31, 2022. Director Morrison noted that the library is under budget for the year by \$229K due to expenditures and transfers that are lower than budget by \$263K (mainly in salaries and benefits) and partially offset by revenues which are below budget by \$34K. She is forecasting that we will be on budget by year end.

Board Chair Lowe asked Director Morrison for comment about the impacts of inflation. Director Morrison noted that for the Library, 75% of our costs are spent in salaries and these are locked in through the collective agreement for 2022. She noted that one of the areas where the City will be impacted are the fuel costs for City vehicles, and that this is not as significant for VPL. She also noted that supplies expenses are going up but it will not have a huge impact for us this year, however, one area of risk is the collection spend, which is the second largest budget allocation. We will continue to monitor these areas and adjust our budget accordingly. She noted that inflation will have a huge impact for the City and Library's 2023 budget.

Committee Chair Hussein asked about the negative amount for water and utilities. Director Morrison responded that the City charged us incorrectly last year and reversed the charges this year.

Moved by Raji Mangat

THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the quarter ended March 31, 2022 for information.

CARRIED UNANIMOUSLY

5. Provincial Grant Amount

Chief Librarian & CEO de Castell shared that the news of the Provincial grant provided by the Ministry of Municipal Affairs has been publicly announced. She reminded the Library Board of the letter they received by email, announcing the one-time grant of \$203,847.09 to be used to support COVID-19 relief and recovery including emergency planning. As

noted in that email, staff is planning to allocate funds towards upgrades for the Inspiration Lab, and are also considering allocating funds towards online staff training and virtual programming, to address changes as a result of COVID.

Vice Chair Mangat asked if there are limitations on how we can spend the grant. Chief Librarian & CEO de Castell referred trustees to the list of options related to COVID relief and recovery and emergency preparedness provided in the letter from the Ministry.

ADJOURN

There being no further business, the Chair declared the Regular meeting adjourned at 6:03 p.m.

Zahra Hussein, Chair

Christina de Castell, Secretary