AGENDA
GREATER VICTORIA PUBLIC LIBRARY REGULAR BOARD MEETING
Central Library, 735 Broughton Street
Community Meeting Room
Tuesday January 23, 2018 at 12:00 p.m.

The GVPL Board recognizes and acknowledges the traditional territory of the Esquimalt and Songhees Nations on which the Central Branch is located and Board Meetings take place.

1. CALL TO ORDER BY THE SECRETARY

2. WELCOME & INTRODUCTIONS

3. APPROVAL OF AGENDA  
   Motion to Approve

4. ELECTION OF OFFICERS
   4.1 Chair  
   Motion to Approve
   4.2 Vice-Chair  
   Motion to Approve

5. CHAIR’S REMARKS  
   For Information

6. APPOINTMENT OF SIGNING OFFICERS  
   Motion to Approve

7. APPROVAL OF MINUTES – December 12, 2017  
   Attachment #7  
   Motion to Approve

8. BUSINESS ARISING FROM PREVIOUS MEETING

9. CEO REPORT TO THE BOARD  
   Attachment #9  
   For Information

10. COMMITTEE REPORTS

11. NEW BUSINESS
   11.1 2018 Trustee Appointments by Municipality – Attachment #11.1  
   For Information

12. REPORTS/PRESENTATIONS – BOARD AND STAFF
   12.1 BCLTA Update  
   For Information
   12.2 IslandLink Federation Update  
   For Information
   12.3 Friends of the Library Update  
   For Information

13. CORRESPONDENCE  
   Motion to Receive
   Letter City of Colwood – GVPL Board Council Representative – Attachment #13.1
   Letter District of Central Saanich – GVPL Board Council Representative – Attachment #13.2
   Letter Corporation of the Township of Esquimalt – GVPL Board Council Representative – Attachment #13.3
   Letter City of Victoria – GVPL Board Citizen Representative – Attachment #13.4
   Letter Town of View Royal – GVPL Board Council Representative – Attachment #13.5
   Letter District of Metchosin – GVPL Board Council Representative – Attachment #13.6
   Letter Corporation of the District of Saanich – GVPL Board Citizen Representatives – Attachment #13.7
   Letter District of Highlands – GVPL Board Council Representative – Attachment #13.8
   Letter District of Oak Bay – GVPL Board Council Representative – Attachment #13.9
   Letter District of Metchosin – Approval GVPL 2018 Budget & 5 Year Financial Plan – Attachment #13.10
   Letter District of Highlands – Approval GVPL 2018 Budget & 5 year Financial Plan – Attachment #13.11

Mission Statement
We build community and support literacy and lifelong learning by providing free access to information, space, tools and expertise
14. **NEXT MEETING** – February 27, 2018 12:00p.m. – 1:00p.m.

15. **ADJOURNMENT**
The GVPL Board recognizes and acknowledges the traditional territory of the Esquimalt and Songhees Nations on which the Central Branch is located and Board Meetings take place.

A meeting of the Greater Victoria Public Library Board was held on the above date at the above location. The following individuals were in attendance:

**Board Members:**
- Trustee R. Martin (Chair)
- Trustee D. Begoray (Vice-Chair)
- Trustee M. Boyd
- Trustee K. Burns
- Trustee R. Burris
- Trustee B. Burton-Krahn
- Trustee J. Davis
- Trustee G. Goudy
- Trustee S. Laidlaw
- Trustee A. MacKinnon
- Trustee K. Murdoch
- Trustee J. Rogers
- Trustee M. Sahlstrom
- Trustee K. Santini
- Trustee G. Young

**Staff:**
- Ms. M. Sawa, CEO/Secretary
- Mr. P. McKinnon, Director of Finance and Facilities
- Mr. D. Phillips, Director of Technology and Risk Management
- Ms. J. Windecker, Director of Public Services
- Ms. D. Wood, Director of Communications and Development
- Ms. M. Payne, Recording Secretary

**Regrets:**
- Trustee D. Curtis
- Trustee D. Murdock
- Trustee Z. King
- Ms. L. Jordan, Deputy CEO, Director of Strategic Development
- Ms. D. Main, Director of Human Resources

**CALL TO ORDER & WELCOME**

Trustee Martin called the meeting to order at 12:00pm.
1. **APPROVAL OF AGENDA**

   Moved by Trustee Santini, Seconded by Trustee Davis

   THAT the December 12, 2017 agenda be approved with amendments. Added 7.2 GVLRA Board Councillor Representative Appointment and 8.4 Change Your Mind – Staff Presentation

   MOTION CARRIED

2. **CHAIR’S REMARKS**

   Trustee Martin wished everyone Happy Holidays and thanked Trustee Begoray for chairing the November meeting in his absence.

   Trustees were invited to join GVPL staff for ‘Choirs in the Courtyard’ following the meeting at 1:00pm.

   Trustee Martin thanked trustees for their hard work this past year and noted how their advocacy efforts are making a difference. He also thanked those trustees who made a donation to the library in 2017.

   Trustee Martin also acknowledged the hard work of Ms. Sawa and all the staff at GVPL and thanked them on behalf of the Board.

   Trustee Martin thanked Trustee Young for being part of the Board this year and for bringing his perspective and experience to the table.

   The 2018 Budget has been approved by Metchosin council and Highlands council. There will be a budget presentation at the Oak Bay council meeting on January 8.

   Trustee Begoray expressed her appreciation to all trustees for their help and board involvement. She thanked GVPL staff for their work and acknowledged that it has been an incredibly productive year.

   Trustee Laidlaw arrived at 12:05p.m.

3. **APPROVAL OF MINUTES**

   Moved by Trustee McKinnon, Seconded by Trustee Burton-Krahn

   THAT the minutes of the November 28, 2017 Regular Board Meeting be approved with amendments.

   MOTION CARRIED

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

   **4.1 GVPL BC OneCard Usage**

   Ms. Sawa reported on BC OneCard Usage. Trustees asked for additional information on costs and funding. The Finance Committee will review and report to the Board in 2018.
5. CEO REPORT TO THE BOARD

Ms. Sawa, CEO, noted the success of the ‘Cookies and Craft’ open houses that occurred on December 9 at all branches and thanked the Trustees who attended.

Art Gallery of Greater Victoria workers have joined CUPE 410.

Ms. Sawa and Trustee King met with Mr. Rob Fleming, Education Minister to discuss funding for public libraries. Ms. Sawa thanked the trustees for writing to their MLA’s and government leaders – the consistent messaging is having an impact.

Trustee Young reported on the naming of the new branch in James Bay. A council decision will be forthcoming.

The parking chit process will be discontinued in 2018. A new process will be implemented for the January meeting.

Ms. Sawa spoke of her involvement as a mentor for the InterLink Federation’s library leadership development program, Project LLEAD.

6. COMMITTEE REPORTS

None

7. NEW BUSINESS

7.1 New Trustee Board Orientation 2018

Councillor Jeremy Loveday will be joining the Board in January 2018, as a representative for the City of Victoria. Councillor Martin expressed appreciation to Councillor Young for the contribution he made during his 2017 term on the Board.

7.2 GVLRA Board Councillor Representative Appointment

Moved by Trustee Burns, Seconded by Trustee Davis

THAT Trustee Murdoch be appointed as the GVLRA Board Council Representative and Trustee Martin be appointed as the alternate.

MOTION CARRIED

8. REPORTS/PRESENTATIONS (COMMUNITY & STAFF)

8.1 BCLTA Update

In his update, Trustee Boyd reported that the Ministry of Education has made some internal organizational changes. The division responsible for the Libraries Branch has been renamed to ‘Teacher Regulation, Independent Schools, and Public Libraries’. Trustee Boyd noted the impact of trustee advocacy and urged GVPL board trustees to leverage our unique situation in the capital region for proactive opportunities for advocacy.
8.2 Friends of the Library Update

The Friends of the Library will be having an additional book sale prior to their spring book sale in March 2018. Details to follow.

8.3 IslandLink Federation Update

None

8.4 Change your Mind campaign, Staff Presentation

Ms. Wood, Director of Communications and Development demonstrated the new Change Your Mind quiz, available to everyone through the GVPL website. The quiz provides patrons with curated resources based on what ‘type’ of brain they are: Creative, Adventurous, Hungry, Curious, or Healthy. A version for children is being developed. Resources will be updated regularly and patrons can share the quiz and their brain type through social media.

9. BOARD CORRESPONDENCE

None

10. ADJOURNMENT

Moved by Trustee Santini, Seconded by Trustee Murdoch

THAT the December 12, 2017 Regular Board Meeting adjourn

MOTION CARRIED

Meeting adjourned at 12:58pm.

Board Chair

Board Secretary
Facilities

New Branch in James Bay
Preparations continue for an early spring opening of GVPL’s 12th branch. Preview tours for the Library Board, City of Victoria Council Members, Friends of the Greater Victoria Public Library, and volunteers of the James Bay Community Projects Library will be arranged in the coming weeks.

Collections

Recommended Reading for Children Coping with Grief
In the wake of the tragic deaths of two children in Oak Bay, the editor of Island Parent Magazine approached GVPL to provide a short article and book list to help children cope with grief. Collections and Technical Services librarians created an annotated book list with titles for kids and adults that will appear in the February edition of the magazine.

Programs and Events

Book Launch
More than 40 GVPL patrons attended the launch of a new non-fiction book, Lost Victoria: The B.C. Agricultural Association Exhibition Building at the Willows. The reading by Stuart Stark – author, local historian and heritage consultant – took place at the Oak Bay Branch in partnership with Oak Bay Archives.

Storytime is a… Drag
GVPL’s first drag storytime, presented by Drag Queens, Kings and Things, was filled to capacity on December 17. To meet popular demand, GVPL will be hosting a second drag storytime in May. A public services librarian was featured on CBC radio describing the many ways GVPL contributes to an inclusive community.

Staff Opportunities

Social Media Communications
Six public services librarians and the communications officer are enrolled in an online course for library staff offered through Royal Roads University. The course will help staff enhance their social media skills, and increase the library’s capacity to engage with the community via Facebook and Twitter.

Upcoming Programs

Family Literacy Week, January 21-27
GVPL will host a variety of programs for families and young children during Family Literacy Week including a StoryWalk at the Juan de Fuca Branch on Saturday, January 27 from 10:00 am to 1:00 pm.

Truth and Reconciliation
Rebecca Johnson, a professor with the University of Victoria’s Speakers Bureau, will give an introduction to the legal history of residential schools, legal activism leading to the Truth and Reconciliation Commission and the resulting 94 calls to action. The event will be held on February 9 at 7:00 pm at the Nellie McClung Branch.
Outreach on Family Day, February 12
GVPL will be part of Cedar Hill Recreation Centre’s Family Day events. Staff will bring OLiVe, the outreach library vehicle, for a pop-up library.

February is Black History Month
GVPL is partnering with the B.C. Black History Awareness Society on programming for Black History Month. On the evening of Family Day, the Belfry Theatre will host a music concert featuring award-winning musicians Cathy Essombe and Patrick Bermel of the band Ardent Tribe. Other Black History Month programs include a presentation on the history of black communities in B.C. for grades 4 to 7 and an African folk tales program for ages 5-12.

Programs and Events Guide
Additional information on upcoming programs and events of interest can be found in the January and February Guide https://issuu.com/greatervictoriapubliclibrary/docs/jan-feb_2018_program_guide
Further highlights of interest will be noted at the January board meeting.

What People Are Saying About the Library
From Share Your Story on the website:

I know that I can get all of the books online through Google scholar or Amazon, but I still enjoy the community experience of actually going to a library. In one way or another, the ideas that are in a library connect to me personally, to my story as an individual without a clear home. A drifter through time who lands in a place and knows no-one. A quiet place for reflection.

I have been a regular library user since my father took me as a child in the late 1940s. However, it is in the last six years that the library has become more valuable to me. I am researching and writing a book about professional hockey in Victoria from 1911 to 2011. Of course, in order to write, you need material. I have spent countless hours reading old newspapers on microfilm... I was so glad when you got a new microfilm machine that meant I could put the pages on a USB stick and bring them home that way. You have no idea how much time and money the new equipment has saved me... I honestly don’t know what I would have done without the library resources to help me.
GREATER VICTORIA PUBLIC LIBRARY
APPOINTEES BY MUNICIPALITY
2018

CENTRAL SAANICH
Councillor Zeb King

COLWOOD
Councillor Rob Martin

ESQUIMALT
Councillor Beth Burton-Krahn

HIGHLANDS
Councillor Karen Burns

LANGFORD
Mr. Bob Beckett
Councillor Matt Sahlstrom

METCHOSIN
Councillor Andy MacKinnon

OAK BAY
Councillor Kevin Murdoch

SAANICH
Mr. Matt Boyd
Ms. Donna Curtis
Ms. Susan Laidlaw
Ms. Joy Davis
Councillor Dean Murdock

VICTORIA
Ms. Deborah Begoray
Ms. Roberta Burris
Ms. Tzu-I Chung
Ms. Kathy Santini
Councillor Jeremy Loveday

VIEW ROYAL
Councillor John Rogers
Ms. Maureen Sawa  
Chief Executive Officer  
Greater Victoria Public Library  
735 Broughton Street  
Victoria, B.C. V8W 3H2

Dear Ms. Sawa:

RE: Appointment to the Greater Victoria Public Library Board

At the November 14, 2017 Regular Meeting of Council, Mayor Carol Hamilton, recommended that the Council appointment to the Greater Victoria Public Library Board – Juan de Fuca Branch remain status quo.

I am pleased to advise you that Council resolved as such and Councillor Rob Martin will continue as the Council representative to the Greater Victoria Public Library Board – Juan de Fuca Branch.

Councillor Martin’s contact information remains the same. You can continue to contact him by e-mail (rmartin@colwood.ca), his cell (250-888-2632), or by leaving a message at City Hall (250-478-5999).

If you need any additional information from the City, please let me know if I can assist you.

Sincerely,

Marcy Lalande,  
Administrative Assistant IV

cc: Councillor Rob Martin
November 8, 2017

Greater Victoria Public Library
735 Broughton Street
Victoria, BC V8W 3H2

Attention: Ms. Maureen Sawa, Chief Executive Officer

Dear Ms. Sawa:

Re: Greater Victoria Public Library Board
Central Saanich Council Representative

Please be advised that the Municipal Council of the District of Central Saanich, at its Regular Council Meeting held on Monday, November 6, 2017, endorsed the re-appointment of Councillor Zeb King as the District’s representative to the Greater Victoria Public Library Board for a one-year term to expire December 31, 2018. Councillor King’s contact information is as follows:

Councillor Zeb King
951 Stelly’s Cross Road
Brentwood Bay, BC V8M 1J7
E-mail: zeb.king@csaanich.ca

Residence: 250-508-4645
Business: 250-652-4444
Business Fax: 250-652-0135

Should you require any further information, please do not hesitate to contact me at 250-544-4202.

Yours truly,

Liz Cornwell
Corporate Officer

C: Councillor King
December 14, 2017

Melissa Payne
Executive Assistant
Office of the CEO
Greater Victoria Public Library
735 Broughton Street
Victoria, BC V8W 3H2

Dear Ms. Payne:

Re: **2018 Appointment to the Greater Victoria Public Library Board**

Please be advised that at its Regular Meeting of Council held December 11, 2017, the Corporation of the Township of Esquimalt Council approved the following appointment to the Greater Victoria Public Library Board:

- Councillor Beth Burton-Krahn
  beth.burton-krahn@esquimalt.ca or 250-686-0940

Information regarding meeting schedules, agendas, or any other communications may also be directed to Councillor Brame at the Esquimalt Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1, and phone: 250-414-7100.

Should you require further clarification, please contact me at 250-414-7157 or rachel.dumas@esquimalt.ca.

Yours truly,

[Signature]

Rachel Dumas
Deputy Corporate Officer
January 16, 2018

Ms. Tzu-I Chung
440 Stannard Avenue
Victoria, BC  V8S 3M5

Dear Ms. Chung,

Re: Application to the Greater Victoria Public Library Board

I am writing to advise you that Victoria City Council passed a resolution at the January 11, 2018 Council Meeting which resulted in your appointment to the Greater Victoria Public Library Board, for a two-year term, effective January 1, 2018.

Congratulations on your appointment! Further information will follow, regarding your first meeting. If you require further information about the board or your appointment in the meantime, please contact Christine Havelka, Deputy City Clerk, at 250.361.0346.

Kind regards,

Christine Havelka
Deputy City Clerk

C: Ms. Maureen Sawa, Chief Executive Officer, Greater Victoria Public Library, 735 Broughton Street, Victoria, BC  V8W 3H2
December 13, 2017

Greater Victoria Public Library
735 Broughton Street
Victoria, BC
V8W 3H2

Attention: Rob Martin, Chair, Greater Victoria Public Library Board

Dear Mr. Martin:

Re: Town of View Royal – Greater Victoria Public Library Appointment

At its December 5, 2017 Council meeting, Council appointed Councillor John Rogers as the Town of View Royal’s representative to the Greater Victoria Public Library Board.

These appointments are effective as of December 5, 2017 for a one year term.

Below is the contact information for the following appointees:

Councillor John Rogers
45 View Royal Avenue
Victoria, BC V9B 1A6

Telephone: 250-479-6800
Facsimile: 250-727-9551
Email: mayorandcouncil@viewroyal.ca

If you have any further questions or concerns, please do not hesitate to contact this office.

Yours truly,
TOWN OF VIEW ROYAL

Elena Bolster
Deputy Corporate Officer
December 12, 2017

Rob Martin, Chair
Greater Victoria Public Library
735 Broughton Street
Victoria, BC V8W 3H2

Dear Mr. Martin,

Re: GVPL 2018 Board Appointment

Please be advised that at its December 11, 2017 meeting, the Council of the District of Metchosin appointed Councillor Andy MacKinnon as its representative on the Greater Victoria Public Library Board for a one year term.

Councillor MacKinnon’s contact:
Andy MacKinnon
504 Witty Beach Road
Victoria, BC V9C 4H8
Home: 250-478-8232
Cell: 250-889-6453
andy@metchosin.ca

Please do not hesitate to contact me if you require further information.

Yours truly,

Tammie Van Swieten
Deputy Corporate Officer
December 15, 2017

Ms. M. Sawa, Chief Executive Officer
Greater Victoria Public Library Board
735 Broughton Street
Victoria, BC V8W 3H2

Dear Ms. Sawa:

This will confirm that on December 11, 2017, Saanich Council re-appointed Donna Curtis to the Greater Victoria Public Library Board for a two-year term commencing January 1, 2018.

Ms. Curtis has been advised that she will be contacted by the Greater Victoria Public Library Board prior to the next meeting to provide her with any necessary information and agenda material.

If you require further clarification, please do not hesitate to contact my office.

Sincerely

Richard Atwell
Mayor

cc: Councillor D. Murdock
December 15, 2017

Greater Victoria Public Library
735 Broughton Street
Victoria BC  V8W 3H2

Attention:  Maureen Sawa, Chief Executive Officer

Dear Ms. Sawa:

Please be informed that at the Council meeting held December 4, 2017 Council of the District of Highlands passed the following resolution regarding the Greater Victoria Public Library Board:

THAT Councillor Karen Burns be appointed as the District of Highlands representative on the Greater Victoria Public Library Board for 2018.

Contact information for Councillor Burns is as followings:

Karen Burns
1980 Millstream Road
Victoria BC  V9B 6H1
Phone:  250-474-1773
Email:  burnska@shaw.ca

If you require any further information please do not hesitate to contact the undersigned.

Yours truly,

Tina Neurauter,
Corporate Officer
December 15, 2017

Melissa Payne
Executive Assistant
Greater Victoria Public Library
735 Broughton Street
Victoria, BC V8W 3H2

Dear Ms. Payne:

District of Oak Bay
Greater Victoria Public Library Board

Pursuant to the Greater Victoria Public Library Board Appointment enactment or agreement, Oak Bay Municipal Council, at its meeting held December 11, 2017, confirmed its reappointment of Councillor Kevin Murdoch to the Greater Victoria Public Library Board.

Councillor Murdoch’s contact information is as follows:

Councillor Kevin Murdoch
362 King George Terrace
Victoria, BC V8S 2K3
Phone: 250-588-5541
email: kevin@kevinmurdoch.ca

Yours truly,

Maura Jones
Deputy Director of Corporate Services

MJ/sg

cc Councillor Murdoch
December 5, 2017

Rob Martin, Chair
Greater Victoria Public Library Board
735 Broughton Street
Victoria, BC V8W 3H2

Dear Mr. Martin,

Re: GVPL 2018 Budget and Five Year Financial Plan

Please be advised that at its November 27, 2017 meeting, the Council of the District of Metchosin made the following resolution:

a) Greater Victoria Public Library 2018 Budget and Five Year Financial Plan

Moved and Seconded by Councillors Milne and MacKinnon that Council approve the Greater Victoria Public Library 2018 Budget and Five Year Financial Plan.

Carried

Please do not hesitate to contact me if you require further information.

Yours truly,

Tammie Van Swieten
Deputy Corporate Officer
Attachment #13.1

File: 7960-05

November 30, 2017

Maureen Sawa
Chief Executive Officer
Greater Victoria Public Library (GVPL)
735 Broughton Street
Victoria BC V8W 3H2

Dear Ms. Sawa:

Re: 2018 Final Budget and 2018 – 2022 Five Year Financial Plan

This letter shall serve to confirm that Highlands Council, at their regular meeting held November 20, 2017 approved the Great Victoria Public Library 2018 Final Budget and 2018 – 2022 Five Year Financial Plan.

Please do not hesitate to contact the undersigned should you require anything more.

Yours truly,

Tina Neurauter,
Corporate Officer
January 10, 2018

Rob Martin, Chair
Greater Victoria Public Library Board
735 Broughton Street
Victoria, BC V8W 3H2

Dear Chair Martin:

Greater Victoria Public Library 2018 Operating Budget

At its meeting held January 8, 2018, Oak Bay Municipal Council considered your letter dated October 31, 2017 and the Greater Victoria Public Library 2018 Operating Budget.

At that time, Council passed the following resolution:

"That Oak Bay’s share of the 2018 operating budget for the Greater Victoria Public Library in the amount of $1,166,022.00 be approved."

Yours truly,

Maura Jones
Deputy Director of Corporate Services

MJ/sg

cc Director of Financial Services