Greater Victoria Public Library Board
Regular Meeting and Festive Lunch
December 10, 2019
12:00p.m. – 1:00p.m.

Central Branch
Community Meeting Room
735 Broughton Street
Victoria BC
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.

Mission Statement
We build community and support literacy and lifelong learning by providing free access to information, space, tools and expertise.
1. Call to order

2. Indigenous Acknowledgement

3. Chair’s Remarks

4. Consent Agenda
   4.1 Approval of Agenda
   4.2 Approval of Minutes – November 19, 2019 – Attachment 4.2

5. Officers reports
   5.1 Chair Report – Attachment 5.1
   5.2 CEO Report – Attachment 5.2

6. Business Arising from Previous Meeting
   None

7. Committee Reports
   7.1 Planning and Policy Committee Meeting December 3, 2019– Oral Report
   7.1.1 Declaration of Interest Statement – Attachment 7.1.1

8. New Business
   8.1 2020 Board Meeting Dates – Attachment 8.1
   8.2 Outgoing Trustee Recognition

9. Board Liaison Updates
   9.1 Friends of the Library
   9.2 British Columbia Library Trustees Association

10. Next Meeting Date
    January 28, 2020 12:00pm – 1:00pm

11. Adjournment
DRAFT MINUTES
GREATER VICTORIA PUBLIC LIBRARY BOARD REGULAR MEETING
Central Branch 735 Broughton Street
Community Meeting Room
November 19, 2019 12:00p.m. – 1:00p.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.

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 D. Begoray (Chair)
Trustee A. MacKinnon (Vice-Chair)
Trustee M. Boyd
Trustee J. Davis
Trustee E. Glover
Trustee K. Harper
Trustee Z. King
Trustee D. Kobayashi
Trustee J. Loveday
Trustee K. Roessingh
Trustee J. Rogers
Trustee J. Vermeulen

**Staff:**
M. Sawa, CEO/Board Secretary
P. McKinnon, Director, Finance and Facilities/Board Treasurer
D. Main, Director, People and Culture
J. Windecker, Director, Library Services, Innovation and Delivery
K. Marshall, Recording Secretary
D. Joyce, CUPE 410 President

**Regrets:**
Trustee A. Appleton
Trustee B. Beckett
Trustee T. Chung
Trustee D. Curtis
Trustee S. Laidlaw
Trustee M. Sahlstrom
Trustee K. Santini

1. **CALL TO ORDER**
Trustee Begoray called the meeting to order at 12:00p.m.

2. **INDIGENOUS ACKNOWLEDGEMENT**
Trustee Begoray provided the Indigenous acknowledgement.
3. CHAIR’S REMARKS

The board retreat was held on November 2, 2019 at the University of Victoria, UClub. Trustee Begoray thanked the board retreat working group and the planning and policy committee for their work. Outcomes will be summarized and shared with the board.

4. CONSENT AGENDA

Moved by Trustee Rogers, Seconded by Trustee Davis

THAT the November 19, 2019 regular board meeting agenda be amended by moving item 8.3 Motions from Trustees Loveday, Glover and King: Living Wage, from the regular board meeting agenda to the in-camera meeting.

MOTION CARRIED

Moved by Trustee Loveday, Seconded by Trustee Kobayashi

THAT the amended November 19, 2019 regular board meeting agenda be approved.

MOTION CARRIED

Moved by Trustee Kobayashi, Seconded by Trustee Boyd

THAT the October 22, 2019 regular board meeting minutes be approved.

MOTION CARRIED

5. OFFICERS’ REPORTS

5.1 Chair Report

Trustee Begoray presented the chair report.

The 2020 budget was presented to the City of Victoria on November 15.

Municipalities have begun confirming trustee appointments. The following trustees have been confirmed for another term:

- Andy MacKinnon
- Deborah Begoray
- Tzu-I Chung
- Kathy Santini

The annual board trustee donation request will be available on the board extranet. Trustees are encouraged to donate.

5.2 CEO Report to the Board

M. Sawa presented the CEO report.

Additional 2020 budget presentations to councils are being scheduled for the New Year. Esquimalt council has confirmed March 2, 2020.

The City of Victoria reconciliation dialogue session was attended by GVPL staff. It included an
overview of the United Nations’ declaration. The session will help inform the reconciliation work that GVPL will be doing.

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 November 2, 2019 Board Retreat Report

Trustee Kobayashi provided the board retreat report and thanked trustees for attending. It was a great day. Trustees in attendance were very well prepared.

The next steps for the board retreat working group are:

• Consolidate the notes from the whiteboard discussions, morning and afternoon sessions and distribute to the board
• Develop a method to engage all board trustees in discussions
• Provide recommendations to the board for directing staff on time sensitive projects

Trustee King arrived 12:13pm

7. COMMITTEE REPORTS

7.1 Planning and Policy Committee Meeting November 5, 2019

Trustee Davis provided the planning and policy committee report. The committee priorities for 2020 are:

• Board orientation
• Policy review
• Board engagement

Board priorities discussed at the November 2, 2019 board retreat were:

• Freedom of expression
• Strategic planning
• Facilities planning
• Central branch
• Fines and fees

Trustee Davis thanked staff and the board retreat working group for the board retreat.

8. NEW BUSINESS

8.1 2020 Board Meetings

The proposed 2020 board meeting dates were provided for information.

8.2 2020 GVLRA Appointment

Moved by Trustee Loveday, Seconded by Trustee Kobayashi

THAT Trustee Harper be appointed to the GVLRA as the GVPL board representative.

MOTION CARRIED

Moved by Trustee Kobayashi, Seconded by Trustee Roessingh

THAT Trustee Rogers be appointed to the GVLRA as the GVPL board alternate.

MOTION CARRIED
9. BOARD LIAISON UPDATES

9.1 Friends of the Library

M. Sawa provided the Friends of the Library update. The next Friends of the Library meeting is Tuesday, November 19, 2019.

The next booksale will be held on November 23 and 24 at Pearkes Recreation Centre. Special activities for children and their families will be provided by GVPL staff in the book sale area on Saturday, November 23.

9.2 British Columbia Library Trustees Association

Trustee Glover provided the British Columbia Library Trustees Association (BCLTA) update. In 2020 BCLTA will be focusing on rebranding their board trustee workshops. A variety of workshop offerings will be available in 2020.

The BCLTA 2020 Forum and AGM will take place on April 18, 2020 in Richmond and will focus on governance and intellectual freedom.

10. IN-CAMERA MEETING

Moved by Trustee King, Seconded by Trustee Kobayashi

THAT the board move in-camera.

MOTION CARRIED

11. NEXT MEETING DATE

December 10, 2019 12:00p.m. – 1:00p.m.

12. ADJOURNMENT

Moved by Trustee Kobayashi, Seconded by Trustee MacKinnon

THAT the November 19, 2019 Regular Board Meeting adjourn.

MOTION CARRIED

Meeting adjourned at 1:30p.m.

__________________________  __________________________
Board Chair                                                                 Board Secretary
Chair’s Report

Deborah Begoray
December, 2019

In December ring
Every day the chimes;
Loud the gleemen sing
In the streets their merry rhymes.
Let us by the fire
Ever higher
Sing them till the night expire!

-Henry Wadsworth Longfellow

It’s the most wonderful time of the year for many people. For others, who are alone or lonely, struggling with illness or distraught about their lives or the times we are living in, it can be far less than wonderful.

As ever, the library’s doors are open for everyone. We are a place to connect with friends and family in person or via computer. Friendly library staff will stop for a chat. Books, newspapers and magazines are waiting to be perused. It’s warm and dry and ready for community engagement.

So it must be time for…
Cookies and Crafts 2019

GVPL’s annual ‘Cookies and Crafts’ Open House event took place on Saturday, December 7th. I was delighted to join staff at the Central Branch in the afternoon to express appreciation to library users for their support. (Patron – “How much do they cost?” Me - “No charge!” Patron - “Really? Thanks! Can I have two?”) Thank you to my fellow trustees for taking the time to visit other GVPL locations and join the staff in welcoming families and library fans of all ages.

Meanwhile, back on the Board...

2020 Board Trustee Appointments

Our municipal councils are in the process of confirming their councillor and citizen representative appointments to the library board for 2020. I look forward to recognizing the contributions of those who are leaving us at the December 10th board meeting. It will be hard to say goodbye. New trustees orientation will take place in January. Much more fun saying hello!
It’s also a time of year to think about giving. We know many organizations are asking for donations, but as a Board member we hope the library has a very special place in your heart. And so...

**Board Ask 2019**

Thank you to everyone who has responded to this year’s ‘Board Ask’ request. 100% trustee participation is our goal, so whatever amount you can give would be greatly appreciated. If you haven’t had a chance to give yet, here is the URL  [https://www.gvpl.ca/donate/](https://www.gvpl.ca/donate/)

And finally, once we’ve made merry over our Festive Lunch, think once more of Longfellow, and join us to sing. It is after all, December...

**Carols in the Courtyard**

Just a reminder that we have been invited to sing with staff in the Central Branch courtyard immediately following this month’s meeting and festive lunch. As in previous years, Trustee Karel Roessingh will provide us with wonderful accompaniment the keyboard.

As I close out my first year as Board Chair, let me take the opportunity to wish you and yours the very best of the holiday season and a Happy New Year. (And if anyone has a book to recommend, please share.)

I look forward to our further adventures in 2020!
Declaration of Interest Statement

Purpose/Background
The Greater Victoria Public Library Board (Board) is committed to ensuring business is conducted according to ethical as well as professional and legal standards, as reflected in the Board’s governance, values and operational policies.

Scope
This statement applies to the Board.

Details
A board trustee (trustee) will perform their duties ethically, professionally and with integrity.

All trustees will sign a “Declaration of Interest” statement at the beginning of each calendar year for every year of their term (or at the time of appointment if appointed during the year).

Trustees shall:

- Avoid situations in which their activities, personal and/or pecuniary interests are, or are likely to be perceived as conflicting with the interests of the Greater Victoria Public Library (GVPL)
- Not use or attempt to use their position with GVPL to obtain unwarranted privileges or advantages for themselves or others
- Not derive personal profit or gain, directly or indirectly, by reason of their participation on the board
- Disclose to the Board any personal, pecuniary or fiduciary interest which they may have in any matter before the Board

A board trustee will perform their duties in accordance with the Library Act RSBC 1996 Chapter 264 (Act), Part 5, Section 53 which states:

53 (1) A member of a library board who has a direct or indirect pecuniary interest in a matter considered at a meeting of the library board

(a) must declare that he or she has a pecuniary interest in the matter,

(b) must not take part in the discussion and is not entitled to vote on any question respecting the matter,

(c) must leave the meeting, and

(d) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question respecting the matter.
Declaration of Interest Statement

This is to confirm that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with GVPL that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with GVPL.

Signature: ___________________________ Date: ______________________

Printed Name: _________________________________________________

Compliance:

The Act states:

53 (3) A person who contravenes subsection (1) is disqualified from continuing to hold office as a member of the library board unless the contravention was done through inadvertence or because of an error in judgment made in good faith.

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GVPL Board Meeting Dates – 2020 (proposed)

January 28
February 25
March 24
April 28
May 26
June 23
September 29 *
October 27
November 24
December 15 *

All board meetings are held on the fourth Tuesday of the month with the exception of September and December.