Greater Victoria Public Library Board
Regular Meeting
February 25, 2020
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 – January 28, 2020 – Attachment 4.2

5. Officers Reports
   5.1 Chair Report
   5.2 CEO Report

6. Business Arising from Previous Meeting
   6.1 Board Committee Meeting Dates 2020 – Attachment 6.1

7. Committee Reports
   7.1 Planning and Policy Committee Meeting February 18, 2020 – Oral Report For Information
   7.2 Planning and Policy Committee Strategic Plan Working Group – Attachment 7.2

8. New Business
   8.1 Staff Development Day 2020 – Attachment 8.1
   8.2 Strategic Planning Process Presentation For Information

9. Board Liaison Updates
   9.1 Friends of the Library
   9.2 BCLTA
   9.3 IslandLink Federation

10. Next Meeting Date
    March 24, 2020 12:00pm – 1:00pm

11. 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 A. Appleton
- Trustee D. Begoray
- Trustee M. Boyd
- Trustee J. Davis
- Trustee E. Glover
- Trustee K. Harper
- Trustee D. Kobayashi
- Trustee S. Laidlaw
- Trustee G. Lemon
- Trustee J. Loveday (12:49pm)
- Trustee A. MacKinnon
- Trustee M. Sahlstrom
- Trustee J. Vermeulen

**Staff:**
- M. Sawa, CEO/Secretary
- P. McKinnon, Director of Finance and Facilities
- D. Main, Director of People and Culture
- J. Windecker, Director of Library Services, Innovation and Delivery
- D. Wood, Director of Library Services, Planning and Engagement
- K. Marshall, Recording Secretary
- R. Baugniet, CUPE Vice-President

**Regrets:**
- Trustee T. Chung
- Trustee A. Horthuis
- Trustee K. Roessingh
- Trustee K. Santini
- Trustee B. Thompson

1. **CALL TO ORDER BY THE SECRETARY**

   M. Sawa, CEO called the meeting to order at 12:01pm.

2. **INDIGENOUS ACKNOWLEDGEMENT**

   M. Sawa provided the Indigenous acknowledgement.
3. **WELCOME AND INTRODUCTIONS**

M. Sawa introduced new trustee Gery Lemon.

4. **APPROVAL OF CONSENT AGENDA**

Moved by Trustee Harper, Seconded by Trustee Appleton

THAT the January 28, 2020 agenda be approved   

**MOTION CARRIED**

5. **ELECTION OF OFFICERS**

5.1 Election of Chair

The Secretary called for nominations for Chair of the Greater Victoria Public Library Board for a term of one year.

Moved by Trustee Kobayashi and seconded by Trustee Laidlaw THAT Trustee Begoray be nominated for the position of Board Chair for a one-year term.

A call for further nominations was made three times. There were no further nominations.

Voting by show of hands was conducted and Trustee Begoray was elected as Chair of the Greater Victoria Public Library Board.

5.2 Election of Vice-Chair

The Chair called for nominations for Vice-Chair of the Greater Victoria Public Library Board for a term of one year.

Moved by Trustee Boyd and seconded by Trustee Harper THAT Trustee MacKinnon be nominated for the position of Vice-Chair for a one-year term.

A call for further nominations was made three times. There were no further nominations.

Voting by show of hands was conducted and Trustee MacKinnon was elected as Vice-Chair of the Greater Victoria Public Library Board.

6. **APPOINTMENT OF SIGNING OFFICERS**

Moved by Trustee Davis, Seconded by Trustee Appleton

THAT Board Chair Begoray and Board Vice-Chair MacKinnon be appointed as signing officers.   

**MOTION CARRIED**

7. **CHAIR’S REMARKS**

Trustee Begoray welcomed new trustee, Gery Lemon to the GVPL Board.

Trustee Begoray reported that she visited all GVPL branches in January with members of the Directors team and enjoyed meeting staff.
8. OFFICERS REPORTS
8.1 Chair Report

Included in Chair’s Remarks

8.2 CEO Report

M. Sawa, CEO provided the CEO report.

Copies of the January – March program guide were distributed to trustees.

Saanich Centennial branch – work is progressing and the branch will open early spring.

January 27 – February 2 is Family Literacy Week. GVPL has planned a variety of programs and events. Trustee Kobayashi attended a Family Literacy StoryWalk, on January 25 at the Juan de Fuca branch. Trustee Kobayashi thanked staff for the invitation and reported it was an excellent program.

9. BUSINESS ARISING FROM PREVIOUS MEETING

None

10. NEW BUSINESS

10.1 2020 Trustee Appointments by Municipality

A list of the 2020 trustee municipal appointments was distributed for information.

10.2 2020 Committee Memberships and Association Representatives

Moved by Trustee Kobayashi, Seconded by Trustee Lemon

THAT Trustee Harper be appointed Greater Victoria Labour Relations Association Representative and Trustee MacKinnon be appointed Greater Victoria Labour Relations Association Alternate.

MOTION CARRIED

Association representation was confirmed for 2020.

Trustee Laidlaw is the IslandLink Federation Representative. Trustee Davis is the alternate.

Trustee Santini is the Friends of the Library Representative.

Trustee Glover is the British Columbia Library Trustees Association (BCLTA) Representative.

Board committee assignments for 2020 will be finalized shortly by the Board Chair.

11. CORRESPONDENCE

11.1 Request for drop off/pickup location in Vic West Community

A patron request for a drop off/pickup location in Vic West Community was received.

11.2 Patron comments and questions query
The response to a patron comments and questions query was distributed and reviewed.

12. **BOARD LIAISON UPDATES**

12.1 British Columbia Library Trustee Association Update

Trustee Glover provided the BCLTA update. The 2020 BCLTA Forum and AGM will take place in Richmond on April 18. The theme is governance and intellectual freedom. All trustees are encouraged to attend.

12.2 Friends of the Library Update

D. Wood, Director Library Services Planning and Engagement provided the update on behalf of trustee Santini.

The Friends of the Library hosted a successful book sale at Pearkes Recreation Centre on November 23 and 24.

In 2019 approximately $45,000 was raised. Funds will be used to support BC Summer Reading Club and collections.

12.3 IslandLink Federation Update

Trustee Laidlaw provided the IslandLink Federation update. IslandLink Federation’s new strategic plan was approved at the Island Link Federation’s January 22, 2020 meeting. Three strategic areas were identified: building capacity, expansion through partnership and staff development. The fall meeting will be hosted by the Salt Spring Island Library in October.

13. **MOVE IN-CAMERA**

Moved by Trustee Harper, Seconded by Trustee Appleton

| THAT the board move in-camera                         | MOTION CARRIED |

14. **NEXT MEETING DATE**

February 25, 2020 at 12:00pm – 1:00pm

15. **ADJOURNMENT**

Moved by Trustee Davis, Seconded by Trustee Laidlaw

| THAT the January 28, 2020 Regular Board Meeting adjourn | MOTION CARRIED |

Meeting adjourned at 12:56pm
GVPL Finance Committee Meeting Dates – 2020 APPROVED

May 5
June 9
August 25
October 6

GVPL Planning and Policy Committee Meeting Dates – 2020 APPROVED

February 18
March 10
June 2
September 8
November 3
MEMORANDUM

Date: February 25, 2020

To: Board of Trustees

From: Planning and Policy Committee

Subject: Planning and Policy Committee Strategic Plan Working Group

At the February 18, 2020 planning and policy committee meeting, the need for a strategic plan working group of the planning and policy committee was identified. It was recommended that the working group consist of six to eight board trustees and that all trustees were welcome to express their interest.

Recommended Motion:

THAT the board of trustees strike a working group of the planning and policy committee, comprised of six to eight trustees from the board of trustees.
MEMORANDUM

Date: February 25, 2020
To: Board of Trustees
From: Maureen Sawa, CEO
Subject: 2020 Staff Development Day

At the October 22, 2019 Regular Board Meeting the following recommendation was presented.

Background:

Since its inception in 2011, the opportunity for all staff to gather together for a full day of shared learning and development has proven to be an effective means of team building and creating a strong culture of inclusiveness and exemplary customer service across the GVPL system. GVPL’s Staff Development Day programs are developed for all staff so that they can flourish in their roles to meet the needs of our diverse communities.

The support of CUPE 410 and the Library Board is greatly appreciated and we look forward to the 10th consecutive year of Staff Development Day in 2020.

Recommended motion:

THAT GVPL be closed system-wide for Staff Development Day on June 17, 2020

The motion: THAT GVPL be closed system-wide for Staff Development Day on June 17, 2020 was carried.

New Recommendation:

Due to the timing of other system priorities this year, it is recommended that the 2020 Staff Development Day be scheduled on September 30, 2020 and that the system-wide closure date originally approved be amended.

Motion:

To amend the motion previously adopted to now read:

THAT GVPL be closed system-wide for Staff Development Day on September 30, 2020