Greater Victoria Public Library Board
Regular Meeting
November 24, 2020
12:00p.m. – 1:00p.m.

Electronic Meeting
MS Teams
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 – October 27, 2020 – Attachment 4.2

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

6. Business Arising from Previous Meeting

7. Committee Reports
   7.1 Planning and Policy Committee – Oral Report
      7.1.1 Public Participation – Attachment 7.1.1 Motion to Approve

8. New Business
   8.1 Greater Victoria Labour Relations Association - Board Appointments Motion to Approve

9. Board Liaison Updates
   9.1 Friends of the Library For Information
   9.2 BCLTA For Information
   9.3 Islandlink Library Federation For Information

10. In-Camera Meeting

11. Next Meeting Date
    December 15, 2020 12:00pm – 1:00pm

12. Adjournment
An electronic meeting of the Greater Victoria Public Library Board was held on the above date. 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 A. Holthuis
- Trustee D. Kobayashi
- Trustee S. Laidlaw (12:18)
- Trustee G. Lemon
- Trustee J. Loveday
- Trustee A. MacKinnon
- Trustee K. Roessingh
- Trustee K. Santini
- Trustee D. Seaton
- Trustee B. Thompson
- Trustee J. Vermeulen

**Regrets:**
- Trustee T. Chung
- Trustee M. Sahlstrom

**Staff:**
- M. Sawa, CEO/Secretary
- P. McKinnon, Director Finance and Facilities
- D. Main, Director People and Culture
- A. Polinsky, Acting Director Communications and Development
- J. Windecker, Director Library Services, Innovation and Delivery
- D. Wood, Privacy Officer, Director, Planning and IT
- K. Marshall, Recording Secretary
- F. Ferreira, President CUPE 410

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

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

Trustee Begoray provided the Chair’s remarks.

4. APPROVAL OF CONSENT AGENDA

Moved by Trustee Harper, Seconded by Trustee Roessingh

THAT the October 27, 2020 consent agenda be approved

MOTION CARRIED

5. OFFICERS REPORTS

5.1 Chair Report

Trustee Begoray provided the Chair report. The finance committee will be reporting on the 2021 Draft Budget and Five-Year Financial Plan. The next planning and policy committee meeting is November 3, 2020. Trustee Begoray thanked staff for their continued work on the service restoration plan.

5.2 CEO Report

M. Sawa, CEO, introduced the temporary Director of Communications and Development, Alyssa Polinsky and provided the CEO report.

Online library card registrations and circulation of ematerials has increased compared to the same period in 2019, with circulation of ematerials increasing 48%.

6. BUSINESS ARISING FROM PREVIOUS MEETING

None

7. COMMITTEE REPORTS

7.1 Finance Committee Oral Report

Trustee Boyd presented the report of the finance committee. The finance committee met on October 6, 2020. All trustees were invited to attend the meeting. Trustees who were unable to attend were provided the opportunity to meet individually with the committee executive and senior staff to discuss the 2021 Budget and Five-Year Financial Plan.

7.1.1 Budget 2021 and Five-Year Financial Plan

Moved by Trustee Boyd, Seconded by Trustee Harper

THAT the Board approve the 2021 Budget and Five-Year Financial Plan

MOTION CARRIED

8. NEW BUSINESS

None
9. BOARD LIAISON UPDATES

9.1 Friends of the Library (FOL) Update

Trustee Santini provided the FOL update

9.2 British Columbia Library Trustee Association (BCLTA) Update

Trustee Glover provided the BCLTA update. The BCLTA AGM was held virtually on October 6, 2020. BCLTA is offering a variety of upcoming workshops. Trustees were encouraged to attend.

9.3 IslandLink Federation

Trustee Davis provided the IslandLink Federation update and welcomed Trustee Seaton as the Islandlink Federation alternate representative. The next meeting of the Federation board will be held in February 2021.

10. IN-CAMERA MEETING

Moved by Trustee Lemon, Seconded by Trustee Harper

THAT the Board move in-camera

MOTION CARRIED

11. NEXT MEETING DATE

December 15, 2020 12:00pm – 1:00pm

12. ADJOURNMENT

Meeting adjourned 1:07p.m.
When Canadian poet Alexander L. Fraser wrote *November*, he made it clear that he was thinking of a change of seasons. Earlier in the poem he writes: “Autumn, to-day, with threatening sound/Snow trumpets blew”. I am reflecting only somewhat on our rainy, chilly days (no snow yet!) as I gaze out upon James Bay’s yellow trees now mostly leafless (what one of my favourite poets, Gerard Manley Hopkins described as “Goldengrove unleaving”).

I am more strongly reminded, however, of another of this November’s challenges for all of us: the onslaught of the second wave of the COVID-19 pandemic.

Nevertheless, here at GVPL, we journey on with “hearts that never can grow cold” and a busy schedule:

**BCLTA**

On November 24, 7 pm, Babs Kelly, BCLTA Director for Learning & Development, will be joined by Mari Martin, Director of the Libraries Branch, in a discussion with trustees from across the province. The topic for trustees is “how and what they are doing while governing during COVID-19 and their hopes and plans for 2021” according to the invitation.

Trustee Meet-ups are casual, fee-free, and just for trustees. Sessions are scheduled for one hour on Zoom. To register for this session, email Babs at babs.kelly@bclta.ca and please tell her you are a trustee with GVPL.

**Planning & Policy Committee**

The P&P Committee met on November 3 under the very capable leadership of Doug and Andrew. Doug will be reporting at the November Board Meeting.

**2019 GVPL Annual Report**

You will all have received an electronic version of this report in your email. It is also available on the Board extranet. I had a wave of nostalgia for 2019 as I read it...oh, those halcyon pre-COVID days. Then, of course, I remembered all the amazing work our staff and all of you have done in the challenging days of 2020. I look forward to 2020’s annual report next year.

**Greater Victoria Labour Relations Association**

It is my pleasure to announce that Karen has agreed to continue in 2021 as GVPL representative, and Andy will continue to serve as GVPL alternate. (NB: only elected trustees are eligible for these positions).
City of Victoria – 2021 Budget presentation

The first budget presentation of 2021 is Monday, November 30. I look forward to making our first ever virtual budget presentation with Maureen and Paul at this meeting with Victoria Municipal Council.

COVID-19 New Provincial Directives

Dr. Bonnie Henry has announced a long list of new restrictions for BC. The very good news for us is that GVPL’s current service delivery model meets all of the new guidelines that have been announced for the next two weeks. There will be NO service disruptions for our many, many patrons.

In closing then, remember, as Fraser reminds us, as long as we have ‘books and friends’ we can weather the many storms of November, especially in 2020. My very best to all of you.
Service Restoration

On Thursday, November 19, the Provincial Health Officer (PHO) of British Columbia announced new province-wide restrictions until December 7, 2020, to curb the rise in COVID-19 cases we have been seeing across the province.

GVPL is committed to the safety of our employees and patrons. The plans and procedures that we have already put into place align us well to continue to offer library services without interruption while following these new measures. In keeping with the PHO order, GVPL will maintain existing onsite staffing schedules to meet operational requirements for the current service delivery model. However, we shall suspend any further recall of staff to the workplace for the duration of this directive and employees who have been designated to work remotely will continue to do so.

The requirement for mandatory mask wearing in all public spaces aligns with our relatively new procedure on masks and face coverings at GVPL. We have provided staff with guidance and support so that that they will feel comfortable and confident in dealing with patrons as we work together to make GVPL a safe place to work and visit.

We are continuing to make progress in moving all employees to a standardized work schedule, which is an important step to restore library services, specifically, to further extend the open hours (11 am to 5 pm) we introduced earlier this month. We will increase our Monday-Saturday open hours to 6 p.m. with the addition of opening until 7 p.m. on Thursdays at all locations. We will also open until 7 p.m. on Tuesdays beginning with our district branches. Changes in open hours will begin in mid December.

We will provide a phased return of public computer access at the district branches, starting in January. A current-state assessment of our public facing and staff focused I.T. infrastructure is underway with recommendations forthcoming.

As new COVID restrictions are put in place, GVPL will continue to safely keep all 12 branches of the library open Monday to Saturday, with telephone customer service available throughout open hours. And of course, our virtual branch is always open 24/7. The holds pick up service provides access to our vast collection of physical library materials and our ‘Borrow Me’ collections offered at all branches make it possible for patrons to browse and borrow popular items on the spot.

Programs and Partnerships

As we adapt and adjust to the changing COVID-19 landscape, GVPL’s community-inspired programs and partnerships continue to flourish.
Staff are developing, delivering and curating a wide range of programming for all ages, working with local community partners to promote and expand our reach [https://www.gvpl.ca/gvpl-programs/](https://www.gvpl.ca/gvpl-programs/)

A new addition to our program offerings are Scavenger Hunts. Each month we produce a new scavenger hunt to promote literacy development and encourage exploration of GVPL’s collection [https://gvpl.ca/virtual-branch/scavenger-hunts](https://gvpl.ca/virtual-branch/scavenger-hunts)

Along with the programs described on the library’s website, we are pleased to participate in ‘One Page: Canada’s Virtual Literary Series”, an innovative online series developed by the Toronto Public Library. ‘One Page’ is a consortium of Canada's largest library systems and literary festivals, presenting regular virtual book events with some of the best known and most buzzed about writers in the world, talking directly to Canadian book lovers coast to coast. The next event will feature Jo Nesbo and will be broadcast this Thursday, November 26. You can access past and upcoming events at [https://crowdcast.io/onepage](https://crowdcast.io/onepage)

**Rising Economy Week, November 16-20**

Last week was Rising Economy Week 2020 in Greater Victoria. An excellent program of speakers and events were presented online. GVPL’s online digital learning platforms were featured as part of the events’ virtual exhibit floor. The week coincided with the release of the South Island Prosperity Partnership (SIPP)’s economic recovery plan, a product of SIPP’s Rising Economy Taskforce [https://southislandprosperity.ca/wp-content/uploads/2020/11/Reboot_Greater-Victorias-Economic-Recovery-Plan-2020-2022_SIPP-FINAL.pdf](https://southislandprosperity.ca/wp-content/uploads/2020/11/Reboot_Greater-Victorias-Economic-Recovery-Plan-2020-2022_SIPP-FINAL.pdf) I had the privilege of sitting on one of the committees contributing to the Task Force report - the Inclusive Economy Committee. Among our recommendations included in the final report is: ‘expand access to the digital tools and support needed to access online learning’. Libraries are identified as the ‘lead’ in recognition of the ongoing work being done to provide accessible digital learning resources for our community.

**Western Communities Child and Youth Health Related Leadership**

This group has been meeting to support efforts to expand child and youth health related activities, including family literacy, in the western communities. I was pleased to be invited to represent GVPL at the table and have enjoyed connecting with other stakeholders. We last met on October 29 and ongoing discussions continue to explore opportunities for collaboration and new partnerships.

**City of Victoria Welcoming Cities Task Force**

I have been appointed to this new task force, which held its inaugural meeting on November 16. The purpose of the Welcoming Cities Task Force “is to develop a Welcoming Cities Strategy, providing advice and recommendations to Victoria City Council and Staff. Working with consultants, the Task Force members will draw from their own expertise and lived experience and invite expertise and lived experience from the general public with the goal of assessing Victoria against Welcoming Standards* and building a Welcoming Cities Strategy”. (*The
Welcoming Standards referenced are drawn from *Welcoming America* (https://www.welcomingamerica.org/)

**Victoria Foundation Vital Signs 2020 Report**

In the Victoria Foundation’s Vital Signs 2020 Report [Vital-Signs-2020_weblinks_lowres.pdf](victoriafoundation.bc.ca), released earlier this month, GVPL is recognized for its essential role in lifelong learning as described in the Arts and Culture section of the report. Of additional interest in this report is the introduction of Ry Moran, the University of Victoria’s newly appointed ‘Librarian for Reconciliation’, a position which is the first of its kind in Canada.

Recently, I met with Ry at a meeting initiated by the University Librarian, Jonathan Bengtson. Joining us was the Executive Director of the Victoria Native Friendship Centre, Ron Rice. We are excited by the many new opportunities for collaboration in support of the Truth and Reconciliation Report’s recommendations that will be possible as a result of this initiative.

**ABCPLD – What Makes a Library Director Effective**

I will be participating in a panel presentation for the Association of B.C. Public Library Directors’ fall series of professional development programs on November 25. The goal of these Pro-D sessions is to provide both new and experienced library directors in British Columbia with the opportunity to share ideas and learn from their peers.

**2021 Budget**

The 2021 budget packages have been completed and submitted to our 10 member municipalities. We will be making a presentation to City of Victoria council on November 30. This will be delivered virtually, which is a new experience for us and will provide some learning moments, I am sure.

**United Way 2020 Campaign**

GVPL staff are once again participating in the annual United Way of Greater Victoria (UWGV) and a payroll deduction option is once again being offered to all interested.
MEMORANDUM

Date: November 24, 2020

To: GVPL Board

From: Maureen Sawa

CC: Planning and Policy Committee

Subject: Public Participation at Electronic Regular Board Meetings

The following recommendation was adopted at the November 3, 2020 Planning and Policy Committee Meeting:

Background

Due to COVID-19, all regular meetings of the Greater Victoria Public Library (GVPL) board since March 16, 2020 have been via electronic channels. Members of the public are permitted to attend regular board meetings and a method for enabling public participation in electronic regular board meetings is required.

Prior to COVID-19, members of the public attended regular board meetings in-person; formal guidelines and public participation rules of procedure were not in place.

Recommendation:

THAT policy G.3 Board Roles and Structure be amended to include public participation at regular board meetings.
Purpose/Background

The purpose of this policy is to specify how the Greater Victoria Public Library Board (Board) conducts itself as a Board to fulfill its governance responsibilities in accordance with the Library Act (RSBC, 1996, Chapter 264), section 48 (Act) and the Library Operating Agreement 2017 – 2020 (LOA).

The primary roles of the Board are to provide effective governance of the Greater Victoria Public Library (Library), act in the best interests of the Library, and to carry out its responsibilities in a manner that enhances public trust and support.

Scope

This policy applies to Board trustees.

Policy Statement

ETHICAL CONDUCT

Each Board trustee 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. Such standards include, but are not limited to:

- confidentiality of information;
- conflict of interest;
- compliance with legislation and legal agreements; and
- respectful interactions with others.

BOARD MEETING MANAGEMENT

The rules and practice of The Standard Code of Parliamentary Procedure by Alice Sturgis (latest edition), are the basis of the conduct of Board meetings.

OFFICERS

The Board has the following officers:

- Chair, elected annually by the Board;
- Vice-Chair, elected annually by the Board;
- CEO, serving as Secretary of the Board; and
- Director of Finance, serving as Treasurer of the Board.

COMMITTEES

There are two committees of the Board: Finance and Planning and Policy.

TRANSPARENCY

Board meetings are open to the public, with the exception of in-camera agenda items. The Board is committed to transparent decision-making processes and to ensuring that the public and municipal councils are informed regarding its business. Board meeting agendas are posted on the Library website in advance of meetings and board meeting minutes and documents are posted following approval by the Board.
Members of the public may contact the Board Secretary to attend a regular board meeting, or to apply to be a delegation, either individually or as a representative of an organization or group to present information at a board meeting regarding matters that are the responsibility of the Board. The Board reserves the right to approve a delegation, refuse a delegation or request additional information. Depending on the nature of the information, the Board may refer delegations to the CEO/Chief Librarian for further review or resolution. The number of delegations at a board meeting and length of presentations will be determined by leave of the Chair.

Related Policies, Agreements, and Procedural Documents

- Library Act (RSBC, 1996, Chapter 264), section 48
- Library Operating Agreement 2017 – 2020 (LOA)