Greater Victoria Public Library Board
Regular Meeting
December 15, 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 – November 24, 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 Report

8. New Business
   8.1 2021 Regular Board Meeting Proposed Dates – Attachment 8.1 Motion to Approve
   8.2 Side Letter WSPR GVPL JDF Branch – Attachment 8.2 For Information
   8.3 Outgoing Trustees Recognition

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
    January 26, 2021 12:00p.m. – 1:00p.m. to be confirmed

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 T. Chung
- Trustee J. Davis
- Trustee E. Glover
- Trustee K. Harper
- Trustee A. Holthuis
- Trustee S. Laidlaw
- Trustee G. Lemon
- Trustee J. Loveday
- Trustee A. MacKinnon
- Trustee K. Roessingh
- Trustee K. Santini
- Trustee D. Seaton
- Trustee B. Thompson (12:05p.m.)
- Trustee J. Vermeulen

**Regrets:**
- Trustee D. Kobayashi
- 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 12:01 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 Roessingh, Seconded by Trustee Davis

<table>
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<th>THAT the October 27, 2020 consent agenda be approved</th>
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5. OFFICERS REPORTS

5.1 Chair Report

Trustee Begoray provided the Chair report. The City of Victoria 2021 budget presentation is Monday, November 30, 2020. The 2019 GVPL Annual Report is now available. On November 24, 2020 BCLTA is hosting an online discussion with Mari Martin, Director, libraries branch.

5.2 CEO Report

M. Sawa, CEO provided the CEO report. GVPL is following directions from BCCDC, Worksafe BC and the BC Public Health Officer. GVPL’s existing worksafe procedures meet the new provincial health order. The mandatory wearing of masks by all employees was introduced at GVPL earlier in November.

6. Phase Three of GVPL’s service restoration plan will include an increase in operating hours and is scheduled to begin in January.

7. BUSINESS ARISING FROM PREVIOUS MEETING

None

8. COMMITTEE REPORTS

8.1 Planning and Policy Committee Oral Report

Trustee Appleton presented the planning and policy committee report. The service restoration plan continues to be updated. The fines and fees working group will bring a recommendation forward in the new year. Planning for strategic planning sessions will resume in January.

8.1.1 Public Participation

Moved by Trustee Appleton, Seconded by Trustee Lemon

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<th>THAT policy G.3 Board Roles and Structure be amended to include public participation at regular board meetings.</th>
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Moved by Trustee Davis, Seconded by Trustee Harper

THAT policy G.3 Board Roles and Structure be amended to include public participation amended as follows: add “as an observer” before “or to apply to be a delegation.”

MOTION CARRIED

9. NEW BUSINESS

9.1 Greater Victoria Labour Relations Association (GVLRA) – Board Appointments

Trustee Harper was appointed as the GVLRA primary board representative. Trustee MacKinnon was appointed as the alternate board representative.

10. BOARD LIAISON UPDATES

10.1 Friends of the Library (FOL) Update

Trustee Santini provided the FOL update. FOL is working with A. Polinsky, Acting Director, Communications and Development, to determine the annual allocation of funds. FOL raised $3,100 from the sale of a donated book.

10.2 British Columbia Library Trustee Association (BCLTA) Update

Trustee Glover provided the BCLTA update. The BCLTA online workshops and trustee workshops have been successful. The November BCLTA Bulletin contains dates and registration instructions.

10.3 IslandLink Federation

Trustee Davis provided the IslandLink Federation update. The next IslandLink Federation meeting is February 18, 2021.

11. IN-CAMERA MEETING

Moved by Trustee Harper, Seconded by Trustee Laidlaw

THAT the Board move in-camera

MOTION CARRIED

12. NEXT MEETING DATE

December 15, 2020 12:00p.m. – 1:00p.m.

13. ADJOURNMENT

Meeting adjourned 12:59p.m.
Chair’s Report  
December 2020  
Deborah Begoray

“Evermore thanks” –Shakespeare, Richard II

As I write this, my final Chair’s report, I am humbly aware of all those to whom I must give thanks. More on my thankfulness at the Board meeting.

Now on to the many events of the past month.

Emerging Local Authors Collection (ELAC)
I am videotaping a congratulatory message to all the Local Authors whose work has been accepted for inclusion in GVPL’s ELAC collection. Usually of course there would be a lovely reception with excited writers, their friends and family, library staff and board members. This year will be different (how many times have you heard that now?). I’m nevertheless very pleased to be able to send this video note.

2021 Budget Presentation to City of Victoria Council
Maureen, Paul and I did the first of 2021 budget presentations on November 10, 2020. It was a virtual presentation followed by several questions from councillors, all ably responded to by Maureen and Paul. The next scheduled budget presentation will be in Oak Bay in February.

Outgoing Board Trustees
I look forward to recognizing the contributions of Board Trustees Councillor Jeremy Loveday (Victoria) and Susan Laidlaw (Saanich) as part of the December 15 meeting agenda. 2021 trustee appointments and re-appointments are in process of being confirmed by member municipalities this month and we look forward to meeting new trustees in January.

Looking Ahead to 2021
We have new adventures to anticipate! We’ll be restarting our strategic planning, opening the new Esquimalt Branch, continuing to restore more service, and getting ourselves vaccinated!

In closing, all of you have brought your ‘gifts’ to this Board during this extraordinary year. I wish you all a safe and happy holiday season.

To end with a smile:

Question: What is King Wenceslas’ favourite pizza?

Answer: Deep pan, crisp and even! (Ho ho ho)

All the best,
Deborah
This holiday season will be unlike any other for families in our community and we are so pleased that GVPL’s resources offer such a wealth of holiday entertainment and programs for all ages. Not only is our virtual branch a great place to look for seasonal entertainment during the holiday break, but activity kits such as GVPL Puppets to Go Kits and outdoor StoryWalk® kits offer engaging and inspiring alternatives to screen time for kids of all ages. Those looking for a great family outdoor activity can print out the Winter Wonderland scavenger hunt at www.gvpl.ca/virtual-branch/scavenger-hunts/ and head out on an adventure.

As we look ahead to the New Year, and the start of Phase 3 of our service restoration plan, I am so proud of library staff for their resilience and commitment to the ongoing delivery of library services while meeting ongoing provincial health directives. Examples of customer feedback recently received reflect the appreciation of their efforts:

Glad to see you open again and thank you for taking all the precautions! I know you’re doing it to safeguard everyone’s well-being. Much appreciated.”

"Thank you, library staff, for being there for us. We’ve never needed an escape more!"

2021 promises to be a year full of new beginnings as we look forward to building on existing and emerging partnerships, as well as forging new opportunities with the recent move of the Libraries Branch from the Ministry of Education to the Ministry of Municipal Affairs.

On behalf of all the staff at GVPL, I would like to express our appreciation to the GVPL Board of Trustees for your unwavering support and encouragement over this unbelievable year. We are so grateful for your guidance and commitment to community-inspired library service

‘Often when you think you’re at the end of something you’re at the beginning of something else’
– Fred Rogers
GVPL Board Meeting Dates – 2021 (proposed)

January 26
February 23
March 23
April 27
May 25
June 22
September 28
October 26
November 23
December 14 *

All board meetings are held on the fourth Tuesday of the month with the exception of December.
BETWEEN: CITY OF LANGFORD
CITY OF COLWOOD
DISTRICT OF HIGHLANDS
DISTRICT OF METCHOSIN
(each a “Municipality” and collectively, the “Municipalities”)

AND: WESTSHORE PARKS AND RECREATION SOCIETY
(the “Society”)

AND: GREATER VICTORIA PUBLIC LIBRARY BOARD
(the “GVPL”)

1. **Effective Date.** This Side Letter replaces the legacy Library Maintenance Agreement (JF MAM) and has an effective date of January 1, 2021.

2. **Capital Reserve Funds – Juan de Fuca Branch**
GVPL to transfer all existing funds held in trust by GVPL for the Municipalities and the Society, to the Society at the completion of the 2020 calendar year in the estimated amount of $368,000, (final amount to be confirmed) to be held for the dedicated purpose of building structure and equipment maintenance (JDF Library Capital Reserve). The Society is to report on the status of the JDF Library Capital Reserve to the Municipalities annually as part of the Society’s annual budget process.

3. **Annual Capital Reserve Fund Contribution $80,880**
The Society will invoice the Municipalities ($64,704) and GVPL ($16,176) annually as contribution to the JDF Library Capital Reserve. The Municipalities will be invoiced using their provided converted assessment values, in the same manner as the applicable year’s budget of the Society. GVPL’s obligation will continue so long as its Collections and Technical Services department is housed in the Juan de Fuca Branch building, as GVPL is not obligated to pay for capital items in relation to the area used as a library branch. Future proposed changes to the annual JDF Library Capital Reserve contribution will require unanimous agreement by all parties included herein.

4. **Annual Building and Major Equipment Maintenance**
As part of the Society’s ongoing responsibility to maintain the Juan de Fuca Branch building and major equipment, the Society will include capital works requests as part of the Society’s annual budget process. The Society will clearly identify those capital works related to the Juan de Fuca Branch within the Society’s capital requests each year, drawing from the JDF Library Capital Reserve to fund.

5. **Annual Operating Costs**
As part of the Society’s ongoing responsibility to provide maintenance services for the Juan de Fuca Branch, the Society will invoice GVPL for expenses incurred related to utilities (hydro, gas, water and sewer). The Society will invoice the Municipalities annually for the incurred maintenance, labour and insurance expenses using their provided converted assessment values, in the same manner as the applicable year’s budget of the Society.

6. **Legally Binding**
This Side Letter shall be legally binding upon the parties hereto.
7. **Counterparts**
This Side Letter may be signed in counterparts, each of which will be deemed an original and all of which taken together will constitute one and the same instrument.
City of Langford
by its authorized signatory:

__________________________

Name:
Title:
Date:
Side Letter
WSPR, GVPL & JDF Branch Owners
November 2020

District of Highlands
by its authorized signatory:

______________________________________
Name:
Title:
Date:
Side Letter
WSPR, GVPL & JDF Branch Owners
November 2020

District of Metchosin
by its authorized signatory:

__________________________
Name:
Title:
Date:
Side Letter
WSPR, GVPL & JDF Branch Owners
November 2020

City of Colwood
by its authorized signatory:

Name: 
Title: 
Date: 
Side Letter
WSPR, GVPL & JDF Branch Owners
November 2020

West Shore Parks & Recreation Society
by its authorized signatory:

__________________________

Name: Grant Brown
Title: Administrator
Date:
Side Letter
WSPR, GVPL & JDF Branch Owners
November 2020

Greater Victoria Public Library Board
by its authorized signatory:

[Signature]

Name: Deborah Begoray
Title: GVPL Board Chair
Date: November 30, 2020