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 26, 2021 – Attachment 4.2

Motion to Approve

5. Officers Reports
   5.1 Chair Report - Attachment 5.1
   5.2 CEO Report - Attachment 5.2

6. Business Arising from Previous Meeting

7. Committee Reports
   7.1 Planning and Policy Committee Meeting February 16, 2021 – Oral Report

For Information

8. New Business
   8.1 Strategic Planning Process - Attachment 8.1
   8.2 Facilities Planning Priorities 2021

For Discussion
For Information

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

10. Next Meeting Date
   March 23, 2021 12:00pm – 1:00pm

11. 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 E. Beaton
- Trustee D. Begoray
- Trustee M. Boyd
- Trustee T. Chung
- Trustee J. Davis
- Trustee K. Harper
- Trustee A. Holthuis
- Trustee D. Kobayashi
- Trustee G. Lemon
- Trustee J. Loveday
- Trustee A. MacKinnon
- Trustee K. Roessingh
- Trustee K. Santini
- Trustee B. Thompson
- Trustee J. Vermeulen

**Regrets:**
- Trustee E. Glover
- Trustee M. Sahlstrom
- Trustee D. Seaton

**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**

   Board Secretary M. Sawa, CEO called the meeting to order at 12:05 p.m.

2. **INDIGENOUS ACKNOWLEDGEMENT**

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

M. Sawa, welcomed Saanich citizen representative, Trustee Beaton.

4. APPROVAL OF CONSENT AGENDA

Moved by Trustee Kobayashi, Seconded by Trustee Davis

THAT the January 26, 2021 consent 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 Harper THAT Trustee MacKinnon 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 MacKinnon 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 Appleton and seconded by Trustee Kobayashi THAT Trustee Holthuis 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 Holthuis was elected as Vice-Chair of the Greater Victoria Public Library Board.

6. APPOINTMENT OF SIGNING OFFICERS

Moved by Trustee Roessingh, Seconded by Trustee Loveday

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

MOTION CARRIED

7. CHAIR’S REMARKS

Trustee MacKinnon provided the Chair’s remarks. Trustee MacKinnon thanked and recognized Trustee Begoray for her service and dedication to the board as vice-chair and then as board chair, leading the board through challenging times.
The main board priority for 2021 will be strategic planning.

8. OFFICERS REPORTS

8.1 CEO Report

M. Sawa provided the CEO report. District branches (Saanich Centennial, Central, Nellie McClung and Juan de Fuca) are open extended hours: Tuesdays and Thursdays open until 7:00 PM and Monday, Wednesday, Friday and Saturday open until 6:00 PM. Patrons have provided positive feedback regarding the additional hours. Public computer access is now available at the sxʷeŋxʷəŋ taŋaxʷ James Bay branch.

The Emerging Local Authors Collection has launched.

2021 budget presentations are occurring.

9. BUSINESS ARISING FROM PREVIOUS MEETING

None

10. NEW BUSINESS

10.1 2021 Strategic Planning

The 2016-2020 strategic planning cycle is complete. The planning and policy committee will meet in early February to discuss the 2021 strategic planning process.

10.2 2021 Trustee Appointments by Municipality

The 2021 list of trustee appointments by municipality was reviewed for information.

10.3 2021 Board Committees

K. Marshall, EA will be sending all trustees the list of 2020 committee memberships. Trustee MacKinnon asked all trustees to review the assignments and email K. Marshall with their preferences.

Trustee MacKinnon will determine the 2021 committee memberships in early February.

10.4 2021 Association Representatives

Trustee MacKinnon reviewed the current association representatives. All incumbents will continue in their current positions.

11. BOARD LIAISON UPDATE

11.1 British Columbia Library Trustee Association (BCLTA) Update

Trustee Begoray provided the BCLTA update. Trustees were encouraged to read the January BCLTA Bulletin and attend the workshops.
11.2 Friends of the Library Update

Trustee Santini provided the Friends of the Library update. 2020 Financial Statements were finalized. Friends donated $12,000 to GVPL to support the BC Summer Reading Club and Niche Academy. A 2021 wish list is being considered.

11.3 IslandLink Federation Update

Trustee Davis provided the IslandLink Federation update. The IslandLink board will be meeting in February 2021 to discuss priorities identified in the fall of 2020.

12. NEXT MEETING DATE
February 23, 2021 12:00 p.m. – 1:00 p.m.

13. ADJOURNMENT

Moved by Trustee Roessingh, Seconded by Trustee Kobayashi

THAT the regular meeting of the board adjourn.

MOTION CARRIED

Meeting adjourned 1:01 p.m.

Board Chair

Board Secretary
Board Chair’s Report  
February 23, 2021

Thanks very much to the Board for electing me as Board Chair. It’s a terrific honour from a stellar Board. I’m looking forward to working with Vice Chair Annemieke Holthuis, Board members and staff in 2021.

The first month as Board Chair has been an exciting one. Annemieke and I have met several times with Maureen, Kristine and others as part of orientation, committee membership, and planning meetings for this year.

We’re in the midst of Budget 2021 presentations to GVPL member councils. February 4 Maureen, Paul McKinnon and I presented to Oak Bay council. Excellent remarks were provided by our Oak Bay council representative, Councillor Andrew Appleton. February 22 our intrepid Past Chair Deborah Begoray, along with Maureen and Paul, presented to Central Saanich council. Thanks Deborah, for representing the Board! And thanks also to board member and Central Saanich Councillor Bob Thompson. Both presentations were received very positively.

Upcoming Budget 2021 presentations: Esquimalt (March 1) and Saanich (March 11).

Planning and Policy Committee had their first meeting of the year February 17. Thanks to Doug Kobayashi and Andrew Appleton for continuing as Chair and Vice-Chair of the committee. There will be a committee report as well as a discussion regarding strategic planning later on our agenda.

Our exceptional Executive Assistant Kristine Marshall will be leaving us February 26, 2021 to take a new position with the Victoria Police Department as the Executive Assistant to the Deputy Chief Constables. Kristine has been an amazing source of support and advice over my last two years as Vice Chair. I believe that everyone on the board will appreciate how integral Kristine is to everything we do. We’ll miss her for all of that, and also for her unrelenting, always upbeat, can-do attitude. Please join me in thanking Kristine for her contributions, and in wishing her well in her new adventures.
For a short month, February has been a very busy one. Not only is it Black History Month, but the month for Family Day, Freedom to Read Week and the second anniversary of #ireadcanadian. These are just a few of the many activities that GVPL staff have engaged in this month to provide our patrons with relevant resources to enhance their appreciation and engagement.

In addition to these community activities, two significant staff development opportunities took place in February. The 6th Vancouver Island Library Staff Conference (VILSC), co-sponsored by the University of Victoria, Camosun College and GVPL was held virtually on February 5th. This annual event was initiated to bring together library staff from Vancouver Island for a day of shared learning and networking. GVPL’s community inspired library service model was a featured session, with an excellent session presented by four GVPL Library Services librarians.

The annual Ontario Library Association ‘Super Conference’, which is traditionally held in Toronto, was also presented virtually this year. As a result, several GVPL staff were able to attend. The theme of the 2021 conference was ‘Clever Minds and Human Hearts’ and the range of topics covered was wide-ranging with sessions available for registrants for the next six months which provides exceptional value to the organization and a wonderful opportunity for staff to participate in a national library event.

Our service restoration implementation plan continues with new resources introduced this month including ‘Ideas to Go – Scratch Coding for Kids’.

The ‘Coding’ Ideas to Go episode by Librarian Scott Munro was posted to social media on Family Day and is of great appeal to kids and anyone new to Coding.

‘Take and Make’ bags were launched on February 22nd.

The first bag topic is a ‘No Sew’ mask. The bag includes a handout, fabric and elastics for patrons to make their own COVID-friendly facemask. More bags are in the works including an origami bag for Asian Heritage Month and a Chalk Art bag for Free Comic Book Day.

As staff continue to develop new and creative ways to deliver services, and ‘bring the library home’ for our patrons, the resumption of public computer service is progressing with the Saanich Centennial Branch scheduled to establish computer access next week and additional branches to follow in March.

The ILS (integrated library system – including the public library catalogue), the virtual branch and the operational support systems for Finance, were successfully migrated to a new server environment. This will provide greater stability for these critical systems going forward.
Thanks to all staff for ensuring that our front-line customer service was delivered so effectively at all 12 branch locations while our virtual branch and related systems were unavailable during this time.

Several community partnership meetings took place in February – I represent GVPL on the City of Victoria’s ‘Welcoming Cities’ Taskforce, as well as the South Island Prosperity Partnership (SIPP), ‘Healthy Schools, Healthy People’ Leadership Table and the Greater Victoria Local Immigration Partnership (GVLIP) Council, all of which met this past month. We remain committed to having a ‘librarian at every table’ and these community connections will play a vital role in GVPL’s strategic planning. In addition, I am participating in a Victoria GLAM (Galleries, Libraries, Archives and Museums) networking group which is focused on working together to promote the arts in Greater Victoria. Related to this is a ‘GLAM Think Tank on the post-COVID Landscape’ project that I am working on with Libraries and Archives Canada. Building capacity at the local level is top of mind at both the local and national level.

The Association of B.C. Public Library Directors (ABCPLD) and the Canadian Urban Libraries Council (CULC) continue to be active in providing public library CEOs with resources and support as we look ahead to another year of COVID-19.

2021 budget presentations are ongoing – we have met with Victoria, Oak Bay and Central Saanich councils, with Esquimalt and Saanich scheduled for March. These presentations have been most informative for both councillors and GVPL.

This very busy and productive month will end on a bittersweet note – Kristine Marshall, Executive Assistant, will be leaving GVPL for a new and exciting career opportunity. I would like to express my heartfelt thanks to Kristine for all that she has done for GVPL in the five years she has been with us. Not only has her expertise and experience provided the board, myself and our senior team with extraordinary support, but she has raised the benchmark on so many things and her commitment has been truly outstanding. She will be greatly missed. However, I am pleased to report that Kristine will be offering assistance in the orientation of both the temporary assistant who will begin next week, but also her permanent successor.

In conclusion, I look forward to today’s discussions regarding GVPL’s strategic planning process for 2021. The image of our newest shuttle van below is reflective of the optimism and confidence we share in what lies ahead.
MEMORANDUM

Date: February 17, 2021

To: GVPL Board of Trustees

From: Maureen Sawa

CC: Planning and Policy Committee

Subject: Process Recommendation: Strategic Planning

Background

As the GVPL Board of Trustees embark on a new strategic planning process in 2021, staff have prepared a roadmap for consideration. This roadmap provides an overview of the strategic planning timeframe, engagement process and key milestones as discussed at the February 16\textsuperscript{th} Planning and Policy Committee meeting.

Recommendation:

It is recommended that the board approve a strategic planning roadmap comprised of the following elements:

a) a plan duration of 24 months, rather than a traditional 3-to-5-year timeframe
   \textbf{Rationale:} traditional plans relied on projections and assumptions that are, for the foreseeable future, in flux; a shorter planning horizon is highly compatible and adaptable to changes in the operating environment.

b) a process timeline that begins in February 2021 and concludes with Board approval in June 2021
   \textbf{Rationale:} a two-year plan can be developed expediently, with the emphasis on a limited set of specific, measurable goals to guide operational priorities.

c) an engagement process that includes market research to measure the perceived value of GVPL, structured interviews with community members and GVPL partners to listen and learn from diverse perspectives, and a short community survey to capture the needs and expectations of library service delivery in 2021/22. A \textbf{parallel engagement process for GVPL staff} will provide valuable insight and information for the Board’s consideration.
   \textbf{Rationale:} this process provides essential internal and external feedback to inform the Board’s strategic priorities and goals.

d) a measurement tool to track the progress of the approved strategic plan
   \textbf{Rationale:} reporting progress, in defined intervals, provides transparency, clarity and accountability of the Board’s strategic plan to the community.
Motion:
THAT the GVPL Board of Trustees approve the strategic planning roadmap, and its related components, to guide the 2021/2022 strategic planning process.

THAT the GVPL Board of Trustees assemble a Strategic Plan Working Group to provide staff with direction and guidance for the duration of the planning process; specifically, at the point of initiation (February 2021) through to the public launch of the plan (October 2021).

THAT the GVPL Board of Trustees assemble for a half-day retreat in March or early April to generate and approve the strategic priorities and the specific, measurable goals for the plan. Further, with health and safety precautions in mind, the half-day retreat would be delivered via Microsoft Teams and/or other digital engagement platforms.