1. Call to Order

2. Indigenous Acknowledgement

3. Chair’s Remarks

4. Consent Agenda
   4.1 Approval of Agenda
   4.2 Approval of Minutes – May 25, 2021 – Attachment 4.2

5. Officers’ Reports
   5.1 Chair Report
   5.2 CEO Report

6. Business Arising from Previous Meeting
   6.1 EDIA Staff Report

7. Committee Reports
   7.1 Policy and Planning Committee Meeting June 1, 2021-Oral Report
      7.1.1 Strategic Bridging Plan 2021-2023 – Attachment 7.1.1
      7.1.2 GVPL Regional Service Delivery Plan 2020-Attachment 7.1.2

8. New Business
   8.1 2021 Public Library Grants Award Letter – Attachment 8.1

9. Board Liaison Updates
   9.1 Friends of the Library
   9.2 BC Library Trustees Association
   9.3 Islandlink Library Federation

10. Next Meeting Date
    September 28, 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 M. Alto
- Trustee A. Appleton
- Trustee E. Beaton
- Trustee D. Begoray
- Trustee M. Boyd
- Trustee J. Davis
- Trustee E. Glover
- Trustee K. Harper
- Trustee A. Holthuis
- Trustee D. Kobayashi
- Trustee G. Lemon
- Trustee A. MacKinnon
- Trustee K. Roessingh
- Trustee K. Santini
- Trustee M. Sahlstrom
- Trustee D. Seaton
- Trustee B. Thompson
- Trustee J. Vermeulen

**Staff**
- M. Sawa, CEO/Board Secretary
- P. McKinnon, Director, Finance & Facilities
- D. Main, Director, People & Culture
- J. Weissl, Director, People & Culture
- J. Windecker, Director, Library Services, Innovation & Delivery
- D. Wood, Director, Privacy Officer, Director, Planning & I.T.
- A. Smart, Recording Secretary

**Regrets:**
- F. Ferreira, President CUPE 410

1. **CALL TO ORDER**
   Trustee MacKinnon called the meeting to order at 12:02 p.m.

2. **INDIGENOUS ACKNOWLEDGEMENT**
   Trustee MacKinnon provided the Indigenous acknowledgement.

3. **CHAIR’S REMARKS**
4. APPROVAL OF CONSENT AGENDA

Moved by Trustee Roessingh, Seconded by Trustee Harper

THAT the May 25, 2021 consent agenda be approved.  
MOTION CARRIED

5. OFFICERS’ REPORTS

5.1 Chair Report

Trustee MacKinnon provided the Chair Report

5.2 CEO Report

M. Sawa, CEO provided the CEO report

6. BUSINESS ARISING FROM PREVIOUS MEETING

None

7. COMMITTEE REPORTS

7.1 Finance Committee Meeting May 4, 2021

Trustee Harper provided the May 4, 2021 Finance Committee meeting report. Trustee Harper was elected Finance Committee Chair and Trustee Boyd was elected Finance Committee Vice-Chair.

7.1.1 Draft Audited Financial Statement-Fiscal 2020-Trustee Harper and P. McKinnon, Director, Finance and Facilities, provided an overview of the draft audited financial statements for the year ending December 31, 2020

Moved by Trustee Harper, Seconded by Trustee Kobayashi

THAT the Draft Audited Financial Statement - Fiscal 2020 be approved  
MOTION CARRIED

7.1.2 Statement of Financial Information (SOFI) – Fiscal 2020


Moved by Trustee Vermeulen, Seconded by Trustee Roessingh

THAT the Statement of Financial Information (SOFI) - Fiscal 2020 be approved  
MOTION CARRIED
7.2 Policy and Planning Committee Meeting May 11, 2021 Report

Trustee Kobayashi provided the Planning & Policy Committee report. The committee received the Regional Services Delivery Plan Consultant’s report and a follow up meeting will be scheduled with all trustees to discuss the report’s recommendations. The committee also reviewed two GVPL EDIA frameworks. Trustee Kobayashi expressed his appreciation for trustees’ time and commitment.

7.2.1 Strategic Planning Working Group Update

Trustee Appleton provided an overview of the revised Strategic Planning Bridging Plan, 2021-2023 and requested feedback. The Final plan will be presented for approval at the June 22 Board meeting. Trustee Appleton thanked members of the working group for their efforts and recognized the work of staff and the consultant.

8. NEW BUSINESS

8.1 EDIA (Equity, Diversity, Inclusion, Accessibility) Strategy

Jennifer Windecker, Director of Library Services- Innovation and Delivery, provided an overview of two GVPL EDIA frameworks. The Equity, Diversity, Inclusion and Accessibility strategy outlined the integrated EDIA working model for the organization. Broad categories of work were discussed including the creation of an EDIA committee, policy reviews and reviews, community engagement, orientation and recruitment, surveys and measurements, and spaces of belonging. It was shared that the scope of work within each category will be defined by the strategic bridging planning and implementation process. The Equity, Diversity, Inclusion and Accessibility maturity chart was shared as a complimentary measurement tool for GVPL organizational adoption and change.

Trustee Thompson joined the meeting at 12:29 p.m.

9. BOARD LIAISON UPDATES

9.1 Friends of the Library (FOL)

Trustee Santini provided the FOL update. FOL is hoping to host a book sale in November, if COVID19 restrictions allow.

9.2 BC Library Trustees Association (BCLTA)

Trustee Glover provided the BCLTA update and encouraged trustees to review the May BCLTA newsletter https://mailchi.mp/127c40fb3a9f/bclta-may-2021-bulletin?e=7257dd5b7a and participate in upcoming workshops and conversation opportunities.

9.3 Islandlink Library Federation

Trustee Davis noted that the Federation Board hopes to meet in Salt Spring this October, if COVID19 restrictions allow.
10. IN-CAMERA MEETING

Moved by Trustee Kobayashi, Seconded by Trustee Seaton

THAT Board move In-Camera

MOTION CARRIED

Trustee Vermeulen left meeting at 1:00 pm

11. NEXT MEETING DATE

June 22, 2021, 12:00 p.m. to 1:00 p.m.

12. ADJOURNMENT

Moved by Trustee Seaton, Seconded by Trustee Roessingh

THAT the May 25, 2021 Regular Board Meeting adjourn.

MOTION CARRIED

Meeting adjourned at 1:04 pm
MEMORANDUM

Date: June 18, 2021

To: GVPL Board of Trustees

From: Trustee Doug Kobayashi, Chair, Planning and Policy Committee

CC: Trustee Andrew Appleton, Chair, Strategic Planning Working Group; M Sawa, CEO and Directors

Subject: Recommendation for approval: GVPL Strategic Bridging Plan, 2021-2023

Background:

The GVPL Board of Trustees approved a strategic planning roadmap (ref: Memorandum of February 17, 2021) comprised of the following elements:

a) a plan duration of 24 months, rather than a traditional 3-to-5-year timeframe

b) a process timeline that begins in February 2021 and concludes with Board approval in June 2021

c) an engagement process, running in parallel, for GVPL staff and community members

d) a measurement tool to track the progress of the approved strategic plan

Motion approved:

THAT the GVPL Board of Trustees approve the strategic planning roadmap, and its related components, to guide the 2021/2022 strategic planning process. (February 17, 2021)

Progress to date:

Due to resource constraints, an external strategic planner was engaged to lead the process with support from the library’s CEO and team of directors in late February. A Strategic Planning Working Group (SPWG), was assembled to guide the process and plan a Board Retreat in April. The culmination of the Board Retreat, ongoing work of the SPWG and operational insights provided by senior staff resulted in the strategic priority, four goals and tactical activities presented for approval. [linked Appendix] The plan was reviewed and endorsed at the Planning and Policy Committee meeting on June 1, 2021. This 24-month bridging plan, if approved, reflects the shared vision of all Trustees and balances the need for service flexibility with operational stability. The bridging plan will be completed in July and August with a 24-month business plan, an iterative engagement process, and a measurement tool to track the progress of the plan.
Next steps:

If approved, the Strategic Bridging Plan will direct the priorities for GVPL staff in the immediate term, for business planning; it will be shared internally with staff in September with an emphasis on tactical business plan commitments; it will be shared launched externally in October to the community during BC Library Month and highlight the leadership and contributions of GVPL Trustees.

Motion for approval:

THAT the GVPL Board of Trustees approve the Strategic Bridging Plan, 2021-2023 as provided and direct staff to proceed with the development of a 24-month operational plan, an iterative engagement process and a measurement tool to track the progress of the plan.
MEMORANDUM

Date: June 18, 2021

To: GVPL Board of Trustees

From: Trustee Doug Kobayashi, Chair, Planning and Policy Committee

CC: Maureen Sawa, CEO and GVPL Directors

Subject: Recommendation to approve in principle: GVPL Regional Service Delivery Plan (2020)

Background:

The GVPL Board of Trustees were invited to participate in a workshop convened by the Chair of the Planning and Policy Committee on Saturday, June 12 from 9 am to 11 am. The goal of the workshop was to provide a high-level overview of the GVPL Regional Service Delivery Plan, to clarify the report recommendations, and to discuss implications of the report methodology.

The Plan, authored by Urban Arts in February 2020, provides the library system with a strategy to maximize existing space, as well as standards to inform future developments.

Workshop outcomes:

Trustees engaged in a structured conversation and responded to the following three questions:

- **What aspects of the report did you find compelling?**
  A need for ongoing flexibility was noted. The concept of phasing appears in the report as a linear process – in reality, it is a multi-faceted process with planning activities taking place simultaneously.

- **Did any content in this report challenge your assumptions about library service in the future?**
  With the shift toward digital services, Trustees noted it is important to maintain the library’s physical presence. A suggestion was raised to consider partnerships such as mixed-use facilities (e.g. BC Housing and a library). Existing branches that are co-located or stand-alone facilities will face different planning challenges.

- **Which components of the plan, in your view, require further exploration?**
  The report requires more focus on the aging population, as seniors downsize and locate to smaller accommodations. Solutions like Book Mobiles were noted as traditional ways to reach people who cannot easily visit a branch. Population growth in Greater Victoria will need to be reflected in the report using the latest Census data. Meeting the needs of First Nations communities are system priorities. Global issues with local impacts such as climate change present opportunities to build sustainably – the system may be eligible to apply for infrastructure funding. Electric vehicles may provide options to deliver collections to patrons closer to home. Adequate resources to pursue new opportunities will be required to achieve the goals in the plan. Trustees recommend that provincial and federal levels of government are
considered as partners and potential infrastructure funders. Regarding staff work locations, remote and hybrid options were raised as examples to consider when calculating workspace requirements for facility planning.

At the conclusion of the workshop, Trustees drafted a motion for the June 22 Board Meeting to approve in principle the *GVPL Regional Library Service Plan*.

**Next steps:**

The *GVPL Regional Library Service Plan*, if approved in principle, will inform the business planning priorities for GVPL staff; it will be shared with Council and staff of each of the 10 GVPL municipal partners; and it will be shared externally as a public document on the GVPL website.

**Motion for approval:**

THAT the GVPL Board of Trustees approve in principle the *GVPL Regional Library Service Plan* as provided and direct staff to (a) create an introduction to the report to provide additional context in 2021, (b) incorporate feedback from the June 12 workshop into the introduction; and (c) include revised population statistics in the introduction.
June 11, 2021

VIA EMAIL

Public Library Board Chair
c/o Board Chairs List
Email: library-board-chairs@lists.lib.gov.bc.ca

Subject: 2021 Public Library Grants Award Letter

Dear Public Library Board Chair:

The Ministry of Municipal Affairs, Public Libraries Branch (PLB) is pleased to inform you that your library will receive the following grants to support public library operations and provincial programs for 2021:

- **Per Capita Operating Grant** - to support ongoing public library operations and participation in province-wide initiatives.

- **Resource Sharing Grant** – to support libraries in materials sharing by alleviating the costs involved in running and managing their interlibrary loan service.

- **BC OneCard Grant** – to enable active patrons of any public library in B.C. to use their library card to borrow from other libraries throughout the province.

- **Equity and Literacy Grant** - to support access to life-long learning and literacy experiences through the expansion of library collections, programs and services.

The ministry will deposit funds electronically into the account of the financial institution that your library has designated. The ministry will email a notice to your library upon payment.

Public libraries are receiving the same grant amounts now as they did in March 2020. We have decided to keep funding stable to libraries again this year by not making any adjustments from 2020. As a result, no library system will experience a reduction.

The [Public Libraries Provincial Grants Allocations document (2021)](#), which lists the funds allocated to each library, federation and partner in 2021, is available online. Please ensure a copy is saved for use in preparing the library’s financial statements. The public library board is responsible for ensuring that conditions of provincial funding (as outlined below) are met each year.

**Strategic Context**
Provincial funding to public libraries is focused on increasing access to information and services throughout the province while enabling each library to respond to the diverse needs of its communities. Through collaboration, the PLB and libraries can provide people with access to the services, technology, digital and learning resources they need to reach their full potential.

Funding, although distributed as four grants, may be used in mutually supportive ways to ensure Provincial priorities are fulfilled. The priorities and areas of focus for 2021 continue to be based on the strategies and actions outlined in B.C.’s Strategic Plan for Public Library Service.

Conditions

In accordance with the conditions placed on these ministry grants, libraries must submit specific reports as outlined below. Continued provincial funding for the library is contingent on the completion and filing of these three reports:

- 2021 Provincial Public Library Grants Report (due March 1, 2022)
- 2021 Statement of Financial Information (due May 15, 2022)
- 2021 Annual Survey of Public Libraries (due May 15, 2022)

Further reporting and accountability information, including instructions and templates, is available in the Public Libraries - Reporting and Accountability section.

Please be aware that the ministry will reclaim any portion of the grants should the library not use the funds for their intended purposes and meet the accountability requirements outlined in this letter.

As of the time of writing this letter, British Columbia is still under a state of emergency due to the COVID-19 pandemic. To support the continuation of public library services wherever possible, libraries are receiving this funding even if their regular operations are disrupted. Significant changes in the use of these funds, however, must be first brought to the attention of the ministry and pre-approved.

Government is committed to open public access to information and bound by the Freedom of Information and Protection of Privacy Act. The Province may release any or all information submitted in these reports to the public and will be making them available on the website.

Also, as a condition of assistance, recipients of this funding are asked to acknowledge the Province of British Columbia’s assistance on written and digital materials wherever reasonable. The following acknowledgement may be used:

“We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Municipal Affairs.”

As a reminder, permission is required on the use of BC’s Visual Identity. As a Third Party, each organization must review this guide on the use of the BC logo.

Appreciation
On behalf of the ministry, I would like to express appreciation to you, your board and staff for your ongoing commitment and hard work, particularly in the face of pandemic challenges. Your contributions and focus on your communities’ diverse needs help make them stronger and more resilient. Working together, we can ensure that British Columbians will benefit from innovative, accessible, and equitable library services.

If you have any questions about this letter or grant use, please do not hesitate to call 1-800-663-7051 or email the Public Libraries Branch at LLB@gov.bc.ca.

Sincerely,

Mari Martin
Director

Attachment: Public Libraries Provincial Grants Allocations: 2021 Grants (view online)

pc: Public Library Directors (email list)