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 J. Davis
- Trustee K. Harper
- Trustee A. Holthuis (Vice Chair)
- Trustee G. Lemon
- Trustee D. Kobayashi
- Trustee A. MacKinnon (Chair)
- Trustee K. Roessingh
- Trustee M. Sahlstrom
- Trustee K. Santini
- Trustee D. Seaton
- Trustee B. Thompson
- Trustee J. Vermeulen

**Staff**
- M. Sawa, CEO/Board Secretary
- P. McKinnon, Director, Finance & Facilities
- J. Weissl, Director, People & Culture
- E. Gillette, Acting Director, Library Services, Innovation & Delivery
- Daphne Wood, Director, Planning and IT
- F. Ferreira, President CUPE 410
- E. Russell, Recording Secretary

**Regrets:**
- Trustee E. Glover
- Trustee M. Alto

1. **CALL TO ORDER**
   Trustee MacKinnon called the meeting to order at 12:01 pm

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

3. **INTRODUCTIONS**
4. **APPROVAL OF CONSENT AGENDA**

Moved by Trustee Harper, Seconded by Trustee Roessingh

That Item 4.1 Approval of the Agenda be removed from the Consent Agenda

MOTION CARRIED

Moved by Trustee Roessingh, Seconded by Trustee Kobayashi

That Item 7.1.1 be moved to 7.2.1 under Planning and Policy Committee
   7.2.1.1 3.6 Purchasing and Signing Authority
   7.2.1.2 3.10 Travel, Education and Other Allowable expenses

MOTION CARRIED

Moved by Trustee Roessingh, Seconded by Trustee Lemon

THAT the agenda be approved as amended.

MOTION CARRIED

Moved by Trustee Roessingh, Seconded by Trustee Begoray

THAT Items 4.2 through 4.5 be approved

MOTION CARRIED

4.2 Approval of Minutes- October 26, 2021 GVPL Board Meeting
   THAT the minutes of the October 26, 2021 Meeting be approved

MOTION CARRIED

4.3 Chair Report
   THAT the Chair’s Report be received for information

MOTION CARRIED

4.4 CEO’s Report
   THAT the CEO’s Report be received for information

MOTION CARRIED

4.5 Board Liaison Update Report
   THAT the Board Liaison Update Report be received for information

MOTION CARRIED

Trustees Ranjan and Sahlstrom joined the meeting at 12:07

5. **Chair’s Remarks**

The Chair noted that he, along with M. Sawa and P. McKinnon, presented the 2022 budget and five-year financial plan to the Committee of the Whole for the City of Victoria on November 18. He also noted that a survey will be sent to all trustees seeking feedback on preferences for board meeting formats (e.g. online, in person, hybrid, etc.) in 2022.
6. BUSINESS ARISING FROM PREVIOUS MEETING
   None

7. COMMITTEE REPORTS

7.1. Finance Committee- Oral Report

Trustee Harper provided an update from the Finance Committee, reporting that the committee met on November 9th to consider approving the expenditure of reserve funds to enable funding of short-term human resourcing (e.g. temporary contract positions) necessary to support the successful implementation of the Board’s 2021-2023 Strategic Bridging Plan.

7.1.1. Recommendation for Approval of Expenditure of Reserve Funds

Trustee Harper presented the Finance Committee’s recommendation which supports the goals of the 2021-2023 Strategic Bridging Plan.

Moved by Trustee Harper, Seconded by Trustee Roessingh

| That the Greater Victoria Public Library Board approve these expenditures of reserve funds and surplus from 2021 fiscal year as recommended. |
| MOTION CARRIED |

7.2. Policy and Planning Committee -Oral Report

Trustee Kobayashi provided an update from the Policy and Planning committee advising that the committee met on November 2, 2021 to review updated finance policies. The committee also discussed future business which will include additional reviews of Finance policies, as well as People and Culture Policies.

7.2.1. Finance Policies for Approval

Trustee Kobayashi introduced the two Finance policies for approval highlighting that they were first reviewed by the Finance committee in September before being presented to the Planning and Policy Committee in November.

7.2.1.1. 3.6 Purchasing and Signing Authority
7.2.1.2. 3.10 Travel, Education and Other Allowable expenses

Moved by Trustee Kobayashi, Seconded by Trustee Harper

| THAT the GVPL Library Board approved the revised policies 3.6 (Purchasing and Signing Authority) AND 3.10 (Travel, Education and Other Allowable Expenses) as recommended. |
| MOTION CARRIED |
8. NEW BUSINESS

8.1. Board Meeting dates for 2022

Moved by Trustee Roessingh, Seconded by Trustee Lemon

THAT the 2022 Regular Board Meeting Proposed Dates be approved.  
MOTION CARRIED

9. In Camera Meeting

The Board went in-camera at 12:27

D. Kobayashi left the meeting at 12:50

The Board returned from in camera at 12:55.

10. NEXT MEETING DATE

December 14, 2021 12:00-1:00

11. ADJOURNMENT

Moved by Trustee Seaton, Seconded by Trustee Sahlstrom

THAT the November 23, 2021 Regular Board Meeting adjourn

Meeting Adjourned at 12:56 pm

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Committee Chair    Committee Secretary