



Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting held on Wednesday, November 21, 2018 at 6:15 p.m. in the Peter Kaye Room at 350 West Georgia Street, Vancouver, B.C.

Present: Jennifer Chan – Chair
Kurt Heinrich
John Schaub
Rhonda Sherwood

Absent: Harlan Pruden

Management

Present: Christina de Castell – Chief Librarian
Kay Cahill – Acting Director, Collections & Technology
Julie Iannacone – Director, Neighbourhood & Youth Services
Julia Morrison – Acting Director, Corporate Service & Facilities
Balwinder Rai – Director, Human Resources

Recording

Secretary: Chrysalyn Tolentino – Executive Assistant

ADMINISTRATION:

1. Approval and Additions to the Agenda

Moved by Kurt Heinrich

THAT the Committee approve the regular meeting agenda as received.

CARRIED UNANIMOUSLY

2. Minutes

The Chief Librarian presented the draft minutes of the Regular Meeting held October 17, 2018 for approval by the Committee.

Moved by John Schaub

THAT the draft minutes of Regular Meeting held October 17, 2018 be approved as received.

CARRIED UNANIMOUSLY

DELIVERY OF LIBRARY SERVICE

3. Revisions to Fines, Fees and Charges

The Committee received a staff report recommending Board approval of the recommendations to consolidate the replacement charges for different types of ukuleles into a single category, and introduce a new replacement charge category for small hand instruments. These adjustments to the replacement charges for musical instruments will streamline replacement costs and make the overall list of replacement charges more transparent and user friendly for patrons.

Moved by John Schaub

THAT the Committee recommend that the Board approve collapsing the replacement charges for different types of ukuleles into a single replacement cost category of \$70 + \$12 processing fee; and

THAT the Committee recommend that the Board approve the introduction of a new replacement charge category for small hand instruments of cost + \$12 processing fee.

CARRIED UNANIMOUSLY

FINANCIALS

4. October 31, 2018 Operating Results

Julia Morrison, Acting Director of Corporate Services & Facilities, summarized and gave an overview of the financial statements for the month-ending October 31, 2018 highlighting and clarifying specific items and answering questions from the Committee members.

Moved by Kurt Heinrich

THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the ten months ended October 31, 2018 for information.

CARRIED UNANIMOUSLY

POLICIES

5. CCTV Systems Policy

Staff presented a report recommending that the Board rescind the 1998 Video Surveillance Policy in favour of a newly created, more robust CCTV Systems Policy. The proposed policy aligns with the Library's Protection of Privacy Policy and meets our

obligations under B.C.'s Freedom of Information and Protection of Privacy Act (FIPPA). It incorporates strong privacy policy principles and balances our legislative responsibilities while addressing third party sharing of information as well as joint facilities obligation. Trustees sought clarification on some areas of the report and noted a typo on section 13 of the policy. Staff requested that the Board adopt the proposed Policy subject to the review of the City's Legal Department, at the December 2018 meeting.

Moved by Rhonda Sherwood

THAT the Committee recommend that the Board rescind the Video Surveillance Policy; and

THAT the Committee recommend that the Board adopt the proposed CCTV Systems Policy, subject to review by City of Vancouver's Legal Services.

CARRIED UNANIMOUSLY

<Trustee Kurt Heinrich left the meeting at 6:38 pm>

6. Terms of Reference

The Committee reviewed the terms of reference for the SFHR Committee and noted some formatting changes.

Moved by Rhonda Sherwood

THAT the Committee receive the report for information.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Rhonda Sherwood

There being no further business, the Chair declared the Regular meeting adjourned at 6:42 p.m. and moved to an In Camera meeting pursuant to Section 5(n)(10) of the Board Procedure Policy, to discuss negotiations and related discussions respecting the proposed provision of an activity, work or facility that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Library if they were held in public.

Jennifer Chan, Chair

Christina de Castell, Secretary