

REGULAR MINUTES

**LIBRARY BOARD OF TRUSTEES MEETING
HELD AT LIBRARY HEADQUARTERS, BOARDROOM
1430 KLO ROAD, KELOWNA, BC
WEDNESDAY, NOVEMBER 20, 2019**

"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."

TRUSTEES IN ATTENDANCE:

Karla Kozakevich, OSRD, Board Chair
Linda Fisher, Armstrong
Pat Cochrane, Coldstream
Tundra Baird, Enderby
Loyal Wooldridge, Kelowna
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Brian Harvey, Osoyoos
Michael Brooks-Hill, Revelstoke

Tim Lavery, Salmon Arm
Bob Evans, Sicamous
Andrew Casson, Spallumcheen
Erin Carlson, Summerland
Kari Gares, Vernon (Alternate)
Jason Friesen, West Kelowna
Wayne Carson, CORD
Jay Simpson, CSRD
Amanda Shatzko, NORD
Jordan Coble, WFN (Alternate)

TRUSTEES ABSENT:

Caleb Moss, Golden
Patrick Van Minsel, Peachland

Randy McLean, Princeton

ADMINISTRATIVE STAFF IN ATTENDANCE:

Don Nettleton, Chief Executive Officer
Christine McPhee, Director of Public Services South
Monica Gaucher, Director of Public Services North
Jeremy Sundin, Chief Financial Officer
Carla Phillips, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Michal Utko, Director of Marketing and Communications
Leah Samson, Administrative Services Manager (Recording Secretary)

GUESTS IN ATTENDANCE:

Rose Jurkic, C.U.P.E. President

James Laitinen, P.E.A. President

Numerous members of the public, professional librarians and media were in attendance

CALL TO ORDER / INTRODUCTION OF GUESTS

Chair Kozakevich called the meeting to order at 10:50 AM and introduced Alternate Trustee for Westbank First Nation Jordan Coble, ORL Professional Employees' Association President James Laitinen and ORL Canadian Union of Public Employees President Rose Jurkic.

1. APPROVAL OF AGENDA

MOTION 1

It was moved and seconded

THAT the Agenda for the Library Board of Trustees Meeting of November 20, 2019 be adopted.

ADDITION TO AGENDA:

Item 1A: 'Rise and report on the in-camera discussion regarding the CEO's children's programming policy recommendation of September 18, 2019'.

MOTION 2

It was moved and seconded

THAT Item 3: 'Policy and Planning Committee Report' be moved ahead of Item 4: 'Finance Committee Report'.

CARRIED

MOTION 3

It was moved and seconded

THAT the Agenda be approved as amended.

CARRIED

1A) RISE AND REPORT

MOTION 4

It was moved and seconded

THAT the Board rise and report on the in-camera business in regards to the Personnel Committee's Report and discussion around the CEO's children's programming policy recommendation of September 18, 2019.

CARRIED

Note: Later in the meeting at 11:39 AM, following the Finance Committee Report, Chair Kozakevich added to the Rise and Report by summarizing as follows:

- The Board of Trustees received over 350 e-mail responses to the CEO's policy recommendation, which are all accessible on the ORL website.
- The CEO has written a letter of apology to the Board and Library staff regarding his policy recommendation. The letter will be released today.
- The CEO, Board of Trustees and senior management staff will attend facilitated diversity and inclusivity training sessions starting in early December 2019.
- The CEO will attend the BC Library Association Annual Conference on April 15 – 17, 2020 and specifically the inclusivity and diversity sessions.
- The CEO will continue outreach visits to all ORL branches to meet with the librarians.
- The CEO will continue annual outreach visits to all regional district boards and municipal and first nation councils within the ORL district.

2. APPROVAL OF PREVIOUS MINUTES

MOTION 5

It was moved and seconded

THAT the Minutes of the September 18, 2019 Library Regular Board of Trustees Meeting be adopted as amended.

CARRIED

3. FINANCE COMMITTEE REPORT – Committee Chair David Mattes

- a) Draft Year 2020 Budget
- b) CFO Report and Presentation – CFO Jeremy Sundin
ORL 2020 Draft Budget as Recommended by the Finance Committee

Committee Chair Mattes reported that he did not receive any further feedback from Board Trustees in regards to the Draft 2020 Budget since it was presented on September 18, 2019. CFO Jeremy Sundin reported that there was no further information to the draft budget documents. Discussion was held and some concerns were raised about the amount proposed for the strategic planning contingency fund. Chair Mattes advised that any excess funds would flow into reserves.

MOTION 6

It was moved and seconded

THAT the Draft 2020 Budget be approved as presented on September 18, 2019, which includes budget disbursements and reserve transfers totaling \$21,505,711.

By weighted vote

For: 369

Opposed: 5 (Spallumcheen)

CARRIED BY WEIGHTED VOTE

- c) Member Assessment Levy Spreadsheet – Year 2019 / 2020

Population figures are received annually from the Ministry of Education Libraries Branch and are used for levy calculations and all weighted board votes. Population figures for the Central Okanagan Regional District and Westbank First Nation were adjusted as per an earlier board directive.

MOTION 7

It was moved and seconded

THAT the Year 2019/2020 Member Assessment Levy Spreadsheet be accepted as presented on September 18, 2019.

By weighted vote

For: 374

Opposed: 0

CARRIED UNANIMOUSLY BY WEIGHTED VOTE

4. POLICY AND PLANNING COMMITTEE REPORT – Committee Chair Tim Lavery

a) **Children’s Programming Policy Review as delegated by the Board on September 18, 2019**

Chair Tim Lavery reported that, during their deliberations, the Committee reviewed the core value statements and policies of the BC Library Association, the BC Library Trustees’ Association, the ORL and others, along with the board’s role and responsibilities, and the input received from the public, professional organizations, library staff and unions and others. The Committee expressed two general statements:

Statement 1 to the Board - Stakeholder Input:

That the Board has received enough qualitative and quantitative information that satisfies input from stakeholders to move forward with making a decision regarding children’s programming.

Statement 2 to the Board - Policy Language around Program Vetting and Professional Autonomy:

That the Policy and Planning Committee recognizes the expertise and local knowledge of library branch staff that ensures programming is relevant to their community.

The Committee also recognizes that attendance at any library programming for children rests properly at the discretion of, and is the responsibility of, the parent or guardian.

After thoughtful and thorough deliberations, the Committee is of the unanimous opinion that current policy sufficiently addresses programming according to its value statements and concluded that no policy changes are being brought forward.

Discussion moved onto engagement initiatives with the Board of Trustees.

MOTION 8

It was moved and seconded

THAT staff be directed to report back to the Policy and Planning Committee on recommendations for:

- 1. Options and criteria for delegations to address the Library Board of Trustees;***
- 2. A straightforward way on the ORL website for the public to contact the ORL Board of Trustees;***
- 3. AND THAT all correspondence received to Trustees of ORL form part of the public record. When correspondence is sent to the Board or via the Chair, it will be uploaded to a centralized reader file (or account) accessible to all board Trustees.***

CARRIED UNANIMOUSLY.

b) **Strategic Planning Presentation** – Daphne Wood, Greater Victoria Public Library, Strategic Planning Consultant, Director of Planning and Engagement

The Board heard a presentation from Daphne Wood on the process for creating a new strategic plan for completion in spring 2020. The Strategic Planning Committee Members are:

1. Amanda Shatzko, NORD
2. Andrew Casson, Spallumcheen
3. Bob Evans, Sicamous
4. Jay Simpson, CSRD
5. Kari Gares, Vernon
6. Karla Kozakevich, OSRD
7. Tundra Baird, Enderby
8. Wayne Carson, CORD

5. CORRESPONDENCE

- a) Letter from RDOS Board Chair Karla Kozakevich to Minister Rodrigues re Access to Digital Publications for Library Users, dated June 19, 2019;
- b) Response Letter from Canadian Heritage, S. Tessier, Director, Ministerial Correspondence Secretariat, dated October 30, 2019.

MOTION 9

It was moved and seconded

THAT the correspondence be received for information.

CARRIED

6. CFO REPORT – Jeremy Sundin

- Financial Update Report to September 30, 2019

The Board received a report which indicates that the ORL's financial results to September 30, 2019 are generally consistent with expectation and there does not appear to be anything that requires specific Board attention at this time.

MOTION 10

It was moved and seconded

THAT the CFO Report be received for information.

CARRIED

7. CEO REPORT – Don Nettleton

- Memo dated November 12, 2019

The Board heard a report which highlighted:

- o the successful opening of the Golden Branch maker lab in October;
- o progress on the fundraising efforts for the Revelstoke Branch RevLab project, including receipt of \$50,000 from the Revelstoke Community Forest Corporation Legacy Fund to assist with construction costs;
- o the success of the 2019 Summer Reading Club, including a 5% increase in registration and an additional 15% more programs over 2018;
- o Roger's donation of \$25,000 for a new teen space in the downtown Kelowna branch;
- o Kelowna Friends of the Library fall book sale that grossed over \$40,000 – an increase over previous years;
- o The next steps in the Canadian Urban Libraries Council eContent for Libraries Campaign to increase e-content for public library users and public libraries across Canada;
- o Updates to the branch guidelines using the 2016 census figures;
- o That council presentations are well underway to update all councils in the ORL district on the activities of the Library. The visits are expected to be completed early in the new year.

The Board also heard an update on the Financial Allocation Model Analysis project, which summarized that over \$950,000 has been freed up and reallocated to underserved areas over the past five years. The future of the project will be taken into consideration during the strategic planning discussions in the new year.

MOTION 11

It was moved and seconded

THAT the CEO Report be received for information.

CARRIED

8. BOARD CHAIR REPORT – Karla Kozakevich

Board Chair Karla Kozakevich reported on her attendance at the Union of BC Municipalities Convention in September, and a meeting with Lumby Councillor Lori Mindnich, who is President of the Southern Interior Local Government Association, and the Honourable Shane Simpson, Minister of Social Development and Poverty Reduction. In support of a request for library funding, Minister Simpson was updated on library programs and services being offered to those experiencing homelessness. Director Kozakevich will continue discussions with the ministry.

MOTION 12

It was moved and seconded

THAT the Board Chair Report be received for information.

CARRIED

9. BC LIBRARY TRUSTEES ASSOCIATION (BCLTA) REPORT – Erin Carlson

BCLTA Community Report

Councillor Erin Carlson reported on the highlights of the Association's activities, including their advocacy efforts around the \$20 Million in 2020 campaign as launched at the BC Public Library Conference, which is calling for the provincial government to address the provincial funding gap for BC public libraries. Currently the provincial government provides approximately \$14 million in funding for public libraries. The BC Public Library Partners are calling for an increase of \$6 million that would go directly to the operating grants for BC public libraries. This increase would begin to address past funding cuts.

Board trustees were encouraged to attend the Association's April 18, 2020 AGM and Forum on Governance and Intellectual Freedom.

MOTION 13

It was moved and seconded

THAT the BC Libraries Trustees Association Report be received for information.
CARRIED

10. TRUSTEE REPORTS

Keremeos Councillor Sherry Philpott-Adhikary reported on her visit to the BCLTA booth at the UBCM convention in September, and their participation in the \$20 Million in 2020 campaign for operating grants for BC public libraries.

Enderby Councillor Tundra Baird reported that the City of Enderby denied the ORL's application for a permissive tax exemption, however, they will provide a one-time operating grant of \$1536 in 2020, which is equal to the City's share of the library's property taxes

NORD Director Amanda Shatzko reported on her attendance at the second drag queen story time held at the downtown Kelowna branch on November 16. An estimated 300 people attended the program, including Board Trustees Lavery, Wooldridge, Baird and Kozakevich.

Sicamous Councillor Bob Evans reported that 'Unplug & Play' events will begin in January in the branch, and that staff are working towards getting more boys actively involved in the program.

11. APPROVAL OF 2020 MEETING SCHEDULE

Draft 2020 Meeting Schedule

MOTION 14

It was moved and seconded

THAT the proposed February 18, 2020 strategic planning session be removed from the draft 2020 Meeting Schedule and that the Schedule be approved as amended.
CARRIED

12. NEXT MEETING DATES

- Strategic Planning Session: date TBD
- Diversity and Inclusion Training Session: date TBD
- Board of Trustees Meeting: Tuesday, February 19, 2020

13. ADJOURNMENT

MOTION 15

It was moved and seconded

THAT the regular meeting of the Library Board of Trustees be adjourned.

CARRIED

The meeting adjourned at 1:27 PM.

X *Karla Kozakevich*

Board Chair Karla Kozakevich

Approved & Signed: February 19 2020