

BURNABY PUBLIC LIBRARY BOARD

Minutes of a regular meeting held 2020 December 10 at 19:08h via Zoom.

PRESENT: Jeffrey Yu (Chair)
Gene Blishen
Surena Bains
Chris Dong
Ernie Kashima
Lorraine Shore
Mandy Yang

ALSO PRESENT: Beth Davies (Secretary)
Trish Mau
Heidi Schiller
Lindsay Jang
Sharon Notarrigo
Sarah Bjorknas
Maja Suzberic
Ingrid Vick
Franca Deluca (joined at 19:20h)

REGRETS: Matt Foley
Councillor Johnston

We would like to recognize we are on the ancestral and unceded homelands of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples, and to extend appreciation for the opportunity to hold a meeting on this shared territory.

The Board Chair acknowledged that this was the last Library Board meeting for Trustee Shore, who was thanked for her contributions to the Board during her years of service, including three years as Board Chair. Trustee Shore, in turn, gave her thanks to both the Board and Library staff.

1. Agenda

Board Policy Review was moved from *Items for Information* to *Items Requiring a Decision*; Board “Thank You” to Staff was added to *Other Business*.

MOVED by Ernie Kashima

"That the agenda be received as amended."

Seconded by Chris Dong

CARRIED

2. Minutes

MOVED by Lorraine Shore

"That the minutes of the regular meeting held 2020 November 19 be adopted as circulated."

ACTION

Seconded by Chris Dong

CARRIED

3. Reports

i) Board Chair

The Board Chair offered his personal thanks to Trustee Shore, particularly for her guidance over the past year.

ii) Council Liaison

On behalf of the Council Liaison, the Chief Librarian reported that Burnaby Board and Committee appointments will be brought to the next open City Council meeting.

iii) InterLINK Representative

The InterLINK Representative reported on the November 24 InterLINK meeting at which the Provisional 2021 Budget was discussed.

4. Items Requiring a Decision

i) InterLINK Provisional 2021 Budget

It was noted that 2020 circulation activity, which is understood to be an anomaly, was used to project InterLINK's Provisional 2021 Budget. Membership levies have decreased, and it is expected that BPL's compensation for being a net lender will also decrease due to lower overall circulation.

MOVED by Lorraine Shore

"That the Library Board direct its InterLINK Representative to vote in favour of the Provisional 2021 Budget."

Seconded by Surena Bains

CARRIED

ii) BPL Fine Free Initiative: 6-Month Evaluation

The Chief Librarian spoke to the report, noting that because the Fine Free Initiative was introduced during the pandemic, changes in library services and shifting trends in borrowing and returns have made it difficult to draw any definitive comparisons to previous numbers. Instead, data included within the report will be used for comparison going forward.

The Chief Librarian provided the following highlights from the report:

- Collection availability was not significantly impacted.
- The increase of loan periods for some items affected average wait times. Staff will continue to monitor these numbers.
- There were lots of patron comments – both in favour and expressing concern at the initiative.

- Staff have been relieved to have conversations with patrons without having fines be an issue.
- More communication tools are needed to explain the change to patrons who do not have English as their first language.

The Chief Librarian spoke to the two additional borrower changes being proposed.

MOVED by Ernie Kashima

“That the Library Board approve the elimination of the Access Card and the elimination of the lost card processing fee.”

Seconded by Lorraine Shore

CARRIED

iii) Capital Reserve Fund Bylaw Request

The Finance and Administrative Services Manager spoke to the report and briefed the Board on the two projects requiring funding approval:

- Library Occupational Health and Safety Project: This project is for improving work spaces for staff. Two years of funding are being requested to avoid delays in ordering products and services.
- Automated Materials Handling: This project is to purchase a system for the Metrotown Branch that will automatically sort returned materials into type and owning branch. A system for McGill is in the Capital Budget for 2024, and a system will be incorporated into the new Cameron Branch.

MOVED by Gene Blishen

“That the Library Board recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,290,000 to finance the projects as outlined in the report.”

Seconded by Lorraine Shore

CARRIED

iv) Board Policy Review

The Chief Librarian noted that she had reviewed the current Library Board Policies and has no recommended changes based on legislation or operational needs.

The Chief Librarian spoke to the proposed review schedule and procedure. In response to an inquiry, the Chief Librarian confirmed that if a policy needed to be changed outside of the proposed schedule, it can be brought to a regular meeting.

MOVED by Chris Dong

“That the Library Board approve the board policy review schedule and procedure.”

Seconded by Surena Bains

CARRIED

5. Items for Information

i) Staff Changes

The Chief Librarian spoke to the report, noting that the listed changes were at the manager and supervisor level only. There have been and will be many other position and organizational changes occurring, primarily due to the new Public Service Staffing Model implementation.

The Board Chair congratulated staff on taking on a significant and innovative structural change during this already difficult time. The Chief Librarian reported that staff have shown remarkable resilience in facing many changes this year.

6. Report of the Chief Librarian

i) COVID-19 and Library Operations

The Chief Librarian spoke to the report, highlighting the following:

- Some staff, in departments that are able to, are working some of their time at home.
- There is a more heightened awareness of the need for safety protocols. More patrons are being compliant with wearing masks while in the branches.
- The final four staff members are in process of being recalled.

7. Other Business

i) Board “Thank You” to Staff

Since the branches will not be able to host holiday parties, the Board Chair asked the Board to record a holiday greeting that can be shared with staff.

8. Adjournment

MOVED by Surena Bains
Seconded by Lorraine Shore

“That the regular meeting adjourn.”

CARRIED

The meeting adjourned at 20:10h.

Jeffrey Yu (Chair)

Beth Davies (Secretary)

sn