

BURNABY PUBLIC LIBRARY BOARD

Minutes of a regular meeting held 2021 April 15 at 19:03h via Zoom.

PRESENT: Jeffrey Yu (Chair)
Gene Blishen
Surena Bains
Sarah Bartnik
Chris Dong
Matt Foley (joined at 19:29h)
Ernie Kashima
Mandy Yang

ALSO PRESENT: Beth Davies (Secretary)
Heidi Schiller
Linton Harrison
Sharon Notarrigo
Sarah Bjorknas
Maja Suzberic

REGRETS: Councillor Johnston

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

1. Agenda

MOVED by Ernie Kashima
Seconded by Chris Dong

"That the agenda be received."

CARRIED

2. Minutes

i) **MOVED** by Chris Dong

"That the minutes of the regular meeting held 2021 March 18 be adopted as circulated."

Seconded by Gene Blishen

CARRIED

3. Reports

i) InterLINK Representative

The InterLINK Representative reported on the meeting held on April 6:

- There was a focus on the successes and challenges of member libraries over the past year.

ACTION

- The InterLINK Representative spoke about BPL's anti-racism work.
- The InterLINK Alternate provided feedback on the orientation she received at the previous meeting.

4. Items Requiring a Decision

i) Appointments: Finance Committee

MOVED by Mandy Yang

"That Gene Blishen be appointed to the 2021 Finance Committee."

Seconded by Surena Bains

CARRIED

ii) 2020 Statement of Financial Information (SOFI)

The Chief Librarian spoke to the 2020 Statement of Financial Information (SOFI), noting that the Financial Statements had already been approved by the Finance Committee and the Board. The completed SOFI, which includes some additional reports, will be submitted to the Libraries Branch of the Province of B.C.

MOVED by Surena Bains

"That the Library Board approve the 2020 Statement of Financial Information as presented."

Seconded by Gene Blishen

CARRIED

5. Items for Information

i) Response to North Vancouver District Library Incident

The Assistant Director, Public Service, who was Acting Chief Librarian at the time of the incident, reported on BPL's response:

- The following day, Senior Exempt staff visited branches in person to check in with employees and offer support.
- Within days of the incident, all supervisors reviewed active shooter procedures with their staff.
- The City's Manager, Occupational Health and Safety is working with the Assistant Director, Public Service and the Branch Manager of the Tommy Douglas Library on a workplace risk assessment. Once this is complete, and in conjunction with the City's Security Specialist, it will be used to review and update the Library's active shooter procedures. This will include adjusting language to allow for any kind of active threat. The risk assessment will also be used to provide training for staff and to perform regular drills.
- In all branches, exits and accompanying signage are being looked at to ensure that escape options are available and easily identified.

In response to a query on how often staff receive training on emergency procedures, the Branch Manager of the Tommy Douglas Library reported the following:

- Procedures are reviewed following incidents in the branch or elsewhere.

- New employees, or those transferring to a different branch, are given a safety orientation, which includes emergency procedures.
- Evacuation drills are required once per year and are used as an opportunity to review and update procedures as necessary.

Trustee Kashima suggested that emergency procedures be reviewed with staff annually in order to keep them fresh in their minds and to be proactive rather than reactive, and that crew talks are a good way of doing this. It was noted that having post-event counselling available for staff is also very important.

ii) Strategic Plan Report: First Quarter 2021

Before speaking to her report, the Chief Librarian noted that this was the last meeting in official capacity for the Library Division's First Vice Chair of CUPE Local 23, who is not running for re-election. The Board expressed its thanks to the First Vice Chair for her service to staff.

The Chief Librarian spoke to the following highlights of her report:

- Home Library and Accessible Service staff have been connecting with their patrons to ensure they are aware of the vaccination process and have offered support in booking appointments.
- The Library began lending mobile Wi-Fi hotspots – an initiative that grew from outreach work before and during the pandemic, as a response to community members who face barriers to accessing the internet.
- A patron who had previously been homeless told staff how much it meant to them to be able to come into the library to be somewhere that felt safe and to apply for housing.
- Because the Ontario Library Association Super Conference was held online this year, the Library was able to send 33 staff members. In normal years, with travel and accommodation costs, only one or two employees are usually sent.

The Chief Librarian also reported that Librarian Neill Vanhinsberg – who is an avid birder and who helped create Birding Backpacks for the Library's Curiosity Collection – was featured in a promotional video about the backpacks and will also be interviewed on CBC about them. The Chief Librarian will forward the link of the promotional video to the Trustees.

The Board noted their appreciation and pride for the Library's focus on expanding community connections and finding innovative ways to provide service. It was suggested to incorporate expanding these types of services when developing future budgets.

An inquiry was made as to whether staff were using resources available through the Not Myself Today program, which was developed by the Canadian Mental Health Association and implemented at the Library in January. As the Library's lead, the Assistant Director, Public Service reported that frontline staff ambassadors ensure employees at each of their worksites are aware of the resources, and there has been an increase in general discussion about mental health. She also reported that the past couple of months have been busy and stressful, and many staff have found it hard to take time for using the resources and for self-care. Supervisors are being asked to ensure that they have the time to do so.

Chief Librarian

iii) Services During COVID-19 Update

The Chief Librarian spoke to her decision, in consultation with Branch Managers, to reduce service levels effective the previous Saturday. This decision was based on the increasing number of COVID-19 daily case numbers and variants, along with a shorter amount of time needed in close contact for the virus to spread and a tendency for some patrons to linger in branch for longer than the suggested amount of time.

Seating was removed, except for at computer stations. Patrons are being asked to limit their time in library to 15 minutes or less, and computer sessions will time out automatically after 15 minutes.

The Chief Librarian reported that overall usage of the Library has decreased since the change, but patrons who are most in need of services are still able to access them. There has also been a noticeable decrease in staff anxiety.

6. Other Business

i) Dr. Seuss Books

In response to an inquiry, the Chief Librarian reported that a discussion on intellectual freedom, following recent issues with Dr. Seuss books, will be brought to the May meeting.

Chief Librarian

7. Adjournment

MOVED by Chris Dong
Seconded by Matt Foley

“That the regular meeting adjourn.”

CARRIED

The meeting adjourned at 20:02h.

Jeffrey Yu (Chair)

Beth Davies (Secretary)

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