

BURNABY PUBLIC LIBRARY BOARD

AGENDA

Regular Meeting

DATE: 2021 November 18 (Thursday)

PLACE: via Zoom

TIME: 19:00h (7:00pm)

Our dream is:

A welcoming community where all people can explore, learn and connect.

To realize our dream:

We empower the community to engage with and share stories, ideas and information.

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

	<u>PAGE NO.</u>
1. <u>Motion</u> to receive agenda	
2. <u>Minutes</u>	
i) <u>Motion</u> to adopt the minutes of the regular meeting held 2021 October 21 as circulated	<u>ENCLOSED</u>
3. <u>Reports</u>	
i) <u>Board Chair</u> (verbal)	
ii) <u>Council Liaison</u> (verbal)	
iii) <u>InterLINK Representative</u> (verbal)	
4. <u>Items for Decision</u>	
i) <u>Proposed Policy Review Process</u>	3
Purpose: To seek approval of the process for reviewing the Intellectual Freedom and Privacy policies.	
5. <u>Items for Information</u>	
i) <u>Metrotown Branch Renovations</u> (presentation)	5
ii) <u>Vaccination Policy</u>	7

iii) Book Sales

12

iv) Newspaper Clippings

ENCLOSED

6. Other Business

7. Next Library Board Meeting – 2021 December 9 at 7:00pm via Zoom.

8. Adjournment

Motion that the regular meeting adjourn and that the Board resolve itself into an in camera meeting from which the public is excluded in order to consider financial matters.



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

SUBJECT: PROPOSED POLICY REVIEW PROCESS

DATE: 2021 NOVEMBER 18

RECOMMENDATION:

THAT the Board approve the process for reviewing the Intellectual Freedom and Privacy policies.

REPORT

At the September 2021 Board meeting, trustees decided to review the Intellectual Freedom and Privacy policies. An ad hoc working group was formed consisting of Board Chair Jeffrey Yu, Trustee Sarah Bartnik, Chief Librarian Beth Davies, and Assistant Director, Collections & Technology Trish Mau. The working group met on November 1 and recommend the following process to review the policies.

Privacy

The process proposed for this review is more straightforward because there are few anticipated changes.

November Staff will draft a revised policy and share with supervisors for input
Working group to review draft policy

December Revised policy to December board meeting

Intellectual Freedom

The process proposed for this review is more in-depth given the level of discussion around intellectual freedom, and in particular the tension between the traditional view of intellectual freedom and anti-oppression values. The proposed process includes research into sources, consultation with staff, and information sharing with the public.

Nov to Jan	Staff research issue, identify key thinkers
Jan	Presentation to board/staff by two key thinkers, either at board meeting or by sharing recordings
Jan/Feb	Broad staff consultation
Mar	Draft policy to working group, then to board
Mar/Apr	Share draft policy and information about policy review process with public
Apr	Final policy to board



Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

SUBJECT: METROTOWN BRANCH RENOVATIONS

DATE: 2021 NOVEMBER 18

RECOMMENDATION:

THAT the Board receive this report for information.

REPORT

The purpose of this report is to update the Library Board on the progress of renovations of staff and public spaces at the Bob Prittie Metrotown branch.

Background

The Bob Prittie Metrotown branch is BPL's largest branch. Outside of the lobby renovation in 2015, and renovations of part of the second floor in 2017, the library is mostly as originally constructed in 1990. Library services and library design have shifted dramatically in the 30 years since the Bob Prittie Metrotown branch opened, in response to changes in publishing, information sharing and technology, and the understanding of the library as a key community hub for inclusive services.

Concept Design

FaulknerBrowns architects were engaged in 2020 to redesign public space at the Bob Prittie Metrotown branch. The scope of FaulknerBrowns' work was expanded in early fall 2020 to include renovation of staff spaces.

In the fall of 2020, FaulknerBrowns worked with staff on various design iterations, and completed a concept design in January 2021. Concept design images were shared with the Board at the March 2021 meeting.

For the purposes of detailed design and construction, the project has been divided into two phases to allow the library to remain operational.

Phase 1 Detailed Design and Construction

Phase 1 includes the creation of an innovative technology space, including recording studios, the addition of second floor washrooms and renovation of existing first floor washrooms, and a redesigned entryway to create a community forum. Phase 1 also includes renovations to first floor staff spaces and the installation of an automated materials handling system.

Detailed design of Phase 1 was completed in September 2021. Construction of Phase 1 is scheduled to begin in February 2022 and is estimated to take six months.

At the November 18 meeting, Branch Manager Elizabeth Davies will share a presentation on the renovations and both Elizabeth and Franca DeLuca, Manager, Finance & Facilities, will be on hand to answer questions.

Phase 2

Phase 2 includes renovations to the first and second floor public areas to expand the Children's area, create a separate teen area, connect the two floors with a central, architectural staircase, and greatly expand seating areas. Phase 2 also includes renovations to staff spaces on the second and third floors to improve health and safety and to provide flexible, collaborative workspaces.

Phase 2 design development and construction would be the subject of a future report to the Library Board, and a future report to Council.

A handwritten signature in black ink, appearing to read 'Beth Davies', written in a cursive style.

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

SUBJECT: VACCINATION POLICY

DATE: 2021 NOVEMBER 18

RECOMMENDATION:

THAT the Board receive this report for information.

REPORT

At its closed Council meeting on September 27, Burnaby City Council gave broad direction to City of Burnaby staff to implement a mandatory COVID-19 vaccination program. At the BPL Board meeting on October 21, the BPL Board directed the Chief Librarian to sign the City of Burnaby's Vaccination Policy on the Board's behalf.

The policy was shared with library staff on November 1, and is attached for the Board's information. Under the policy, staff and trustees must submit proof of vaccination by November 12.

Staff who do not submit proof of vaccination must comply with the City's COVID-19 screening program. Details of the screening program were provided to staff on November 8. Under the program, full-time employees will be tested at least three times a week. Employees will self-administer the test under observation.

The Library will consider requests for accommodation from the requirements of the policy on an individual basis for those individuals who are unable to comply with the Policy because of a personal characteristic protected by the British Columbia Human Rights Code.

A handwritten signature in black ink, appearing to read 'Beth Davies'.

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

COVID-19 Vaccination Policy

SOURCE:	Human Resources		
APPROVED BY:	Chief Administrative Officer		
EFFECTIVE DATE:	November 1, 2021	REVISION DATE:	

Purpose

The purpose of this policy is to support a safe workplace of all employees through the implementation of health and safety measures designed to incorporate Office of the Provincial Health Officer (PHO) guidance, thereby increasing the protection of all employees, visitors and members of the public from risk of serious illness and death from COVID-19.

Policy Statement

The health and safety of City employees is a priority. The COVID-19 pandemic has given rise to significant health and safety risks in the workplace. PHO and other government officials have repeatedly affirmed the importance of vaccination against COVID-19 as the most effective tool for preventing serious illness and death from COVID-19.

This policy complements and is not intended to replace nor contradict any PHO orders, public health guidance and any Ministry's guidelines which set out additional health and safety measures and procedures for local governments.

This policy sets out the City of Burnaby's requirements and process for employees to provide confirmation of vaccination or, alternatively, to participate in other preventive safety measures as outlined, including participation in a COVID-19 Test Screening Program. This policy also explains how such information will be collected, used and disclosed by the City in accordance with applicable laws.

Scope

This policy shall apply to all City employees and persons representing or acting on behalf of the City, including but not limited to: City Council members, Committee and Board members, Burnaby Public Library employees, contract instructors, and City volunteers (hereafter referred to as "Employees").

Employees required as part of their duties to attend a workplace,

COVID-19 Vaccination Policy

or work with an agency, that requires persons entering that workplace, or working with that agency to be fully vaccinated, must comply with that agency's policy.

Compliance

In order to protect the health and safety of Employees and patrons, all Employees must comply with this policy.

Definitions

Approved Vaccine: A COVID-19 vaccine that has been approved for use by Health Canada.

Fully Vaccinated: An individual is considered fully vaccinated under this policy 7 days after they have received all required doses of an Approved Vaccine. The Employer may amend this definition in accordance with guidance from the PHO.

Partially Vaccinated: An individual is partially vaccinated under this policy 7 days after they have received the first dose of a two-dose Approved Vaccine.

Proof of Vaccination: Government issued or provided documentation which confirms that the individual has been vaccinated with an Approved Vaccine.

Workplace: All facilities at which the City's work functions and responsibilities are performed or discharged.

Responsibilities

All levels of management are responsible for the administration of this Policy.

All Employees are required to comply with this Policy.

Employees who fail to comply with this policy may be subject to disciplinary action up to and including termination of employment.

Providing false information or documents as Proof of Vaccination is a very serious offence and will ordinarily result in termination of employment.

COVID-19 Vaccination Policy

Safety Requirements

1. All Employees must provide the Employer with Proof of Vaccination prior to attending any Workplace or event of the Employer by November 12, 2021.
2. Proof of Vaccination will be collected by site supervisors/managers/superintendents and forwarded electronically to Occupational Health & Safety for secure safe keeping.
3. Employees who do not comply with the requirements of paragraphs 1 and 2 will be subject to the following additional prevention measures starting November 29, 2021:
 - a) Comply with the City's COVID-19 Screening Program (Screening Program);
 - b) if an individual receives a positive result for COVID-19 as a result of the Screening Program, the individual must:
 - i. Immediately notify their direct Supervisor or Manager, who will inform Occupational Health & Safety in Human Resources;
 - ii. Contact 811 for further direction and update their direct supervisor;
 - iii. Not attend any Workplace or any work related activity for any purpose until they are authorized to do so by public health officials;
 - iv. Arrange to have a molecular polymerase chain reaction (PCR) test as soon as possible if directed to by public health officials and advise the City of the results as soon as possible; and
 - v. Otherwise follow the advice of public health officials.
4. All employees shall continue to follow all City Policies and City's Health and Safety Plans. This may include, but is not limited to:
 - a) Wearing a medical mask at all times in any indoor Workplace or at any event which they are attending on behalf of the City, except when consuming food or beverages and when alone in an individual office or work environment; and

COVID-19 Vaccination Policy

- b) Make best efforts to maintain a 2 metre distance from others at any indoor Workplace or at any event which they are attending on behalf of the City.

Exemptions/ Accommodations

The City will consider requests for an accommodation from the requirements of this policy on an individual basis for those individuals who are unable to comply with the Policy because of a personal characteristic protected by the British Columbia *Human Rights Code*.

Accommodation requests must be submitted to management staff, who must report the request to the Director, People & Culture. The City reserves the right to require supporting medical documentation and to verify that documentation prior to commencing the accommodation process.

Privacy Statement

The City will collect, use and disclose personal health information, including proof of vaccination and COVID-19 screening results, in accordance with the City's privacy policy (in Burnaby Public Library's case, the Library's privacy policy) and applicable privacy legislation including the *Freedom of Information Protection of Privacy Act*.

The City will limit access to personal health information on a strictly need to know basis and only for the purposes of described above. The City may share personal health information externally with its service providers, professional advisors as necessary for the purposes set out in this policy, or to other third parties such as law enforcement officials, public health officials, or other government agencies as permitted or required by law.

Policy Revision

This policy may be amended at any time and particularly in response to updated information from the PHO or other government entities.


Leon A. Gous, PEng, MBA
Chief Administrative Officer



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: ASSISTANT DIRECTOR, COLLECTIONS & TECHNOLOGY
BURNABY PUBLIC LIBRARY

DATE: 2021 NOVEMBER 18

SUBJECT: LIBRARY BOOK SALES AND DONATIONS

RECOMMENDATION:

THAT Burnaby Public Library discontinue the practice of operating book sale tables in library branches.

THAT Burnaby Public Library discontinue the practice of accepting donations of books and other material.

REPORT

Background

BPL has a longstanding practice of operating book sale tables in branches. The sale tables carry a mix of withdrawn materials from library collections, and items donated by members of the public to the library for resale. Library revenue from book sales the last year they operated, in 2019, equalled \$28,210.

The relevant section of the Board Policy Manual is as follows:

Donations and Sponsorship

Donations of books and other materials

The Library accepts gifts and donations of books and other materials for resale at branch book sale tables. The Library reserves the right to accept or discard any materials received as gifts and donations. Once received, donated materials are the exclusive property of Burnaby Public Library.

In exceptional circumstances, donations of significant value may be added to the Library's collection at the discretion of the Chief Librarian or designate.

Due to space constraints, the Library reserves the right to limit the number of items it can accept from a donor at any given time.

Impact of Operating Sale Tables

Receiving and sorting donations and library discards for sale in branches requires significant staff time and space, both in public areas and in library workrooms. Donated materials need to be assessed by staff for quality. Library discards also need to be assessed for quality, and require additional materials handling by staff to remove visual and technical library identifiers. Discontinuing donations handling supports staff health and safety by eliminating a heavy materials handling task that is not clearly aligned to our strategic priorities.

In the past, community members without adequate ID or who had concerns about library fines may have used book sale tables as an alternative to library membership. BPL has eliminated overdue fines and no longer has strict ID requirements, making library membership and borrowing more accessible. Becoming fine free has also reduced cash handling at the library. Reintroducing book sales would add significant new cash handling work for staff.

The pandemic has given us an opportunity to re-think the value of operating sale tables, which is not core work for libraries, as we reintroduce services in branches.

Policies and Practices at Other Libraries

Most InterLINK libraries accept donations of library material and operate sale tables in branches. Many have Friends of the Library groups that accept and sort donations on their behalf.

Staff found only one example of a library not taking donated material for resale: Hamilton Public Library only accepts donations of locally significant material for their archives and local history collections. They don't operate sale tables. Patrons are directed instead to agencies, thrift stores, hospitals and care centres that accept donations.

Recommended Next Steps

Staff recommend that BPL discontinue the practice of operating sale tables and of accepting donations of books and other material. Exceptions may be made, and tax receipts issued, for donations of significant value at the discretion of the Chief Librarian or the Assistant Director, Collections & Technology.

Should the Library Board approve the recommendation, staff will develop print, online and in-person communication for staff and patrons, and revise existing print and online information. Staff will also develop a list of agencies that accept donations to share with patrons. The Board Policy Manual will be updated in September as part of the regular policy manual updating schedule.

A handwritten signature in brown ink that reads "Trish Mau". The signature is written in a cursive, flowing style.

Trish Mau
ASSISTANT DIRECTOR, COLLECTIONS & TECHNOLOGY
BURNABY PUBLIC LIBRARY