

BURNABY PUBLIC LIBRARY BOARD

AGENDA

Regular Meeting

DATE: 2022 February 17 (Thursday)

PLACE: via Zoom

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

CHAIR: Mandy Yang

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 hə́nqəmíńəm and Skwxwú7mesh speaking peoples, and to extend appreciation for the opportunity to hold a meeting on this territory.

PAGE NO.

1. **Motion** to receive agenda

2. Minutes

i) **Motion** to adopt the minutes of the regular meeting held 2022 January 20 as circulated

ENCLOSED

3. Reports

i) Board Chair (verbal)

ii) Council Liaison (verbal)

iii) InterLINK Representative (verbal)

4. Items for Decision

i) Board Committees and Roles

1-2

Purpose: For the Board to appoint chair and members of standing committees, an InterLINK representative and alternate, and members of the Picard Trust Grant Adjudication Committee.

ii) InterLINK Provisional 2020 Budget

ENCLOSED

Purpose: For the Board to direct its InterLINK Representative on how to vote in regards to the InterLINK budget.

iii) 2023 Provincial Budget: Revised Proposed UBCM Resolution

3-4

Purpose: To seek Board approval on a revised resolution.

iv) Strategic Planning Process

5-6

Purpose: To seek the Board's approval in delaying strategic planning until 2023.

5. Items for Information

i) Operating Plan 2022

7-9

Purpose: To provide the Board with information on key initiatives that Library staff will undertake this year.

ii) 2022 PLA & BCLA Conferences

10

Purpose: To provide the Board with information on upcoming virtual library conferences.

6. Other Business

7. Next Library Board Meeting – 2022 March 17 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 discuss personnel matters and a patron ban.



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: 2022 FEBRUARY 17

SUBJECT: BOARD COMMITTEES AND ROLES

RECOMMENDATION:

THAT the Board appoint a chair and members of standing committees, an InterLINK representative and alternate, and members of the Picard Trust Grant Adjudication Committee.

REPORT

In accordance with Library Board Policy A3 ([Board Roles and Operations](#)), the Board shall, following the inaugural meeting of the Library Board but not later than its March meeting, appoint from among its members, a chair and members of the following standing committees:

- The Finance Committee reviews operating, capital and endowment fund budgets and actuals.
- The Planning and Advocacy Committee guides the library's strategic planning process and reviews large-scale promotion or advocacy work. Note that this committee often does not meet in non-strategic planning years.
- The Personnel Committee leads the hiring process for the Chief Librarian position, recommends Chief Librarian appointments to the Board, conducts an annual performance review of the Chief Librarian, reviews matters pending arbitration and reviews proposed collective agreements.

Each Committee shall have a minimum of three members and a maximum of five members, inclusive of the Chair.

In addition, the policy also states that following the inaugural meeting of the Library Board, but no later than its February meeting, the Board shall appoint an InterLINK Board Representative and an alternate. Public Library InterLINK is a federation of public libraries from the Fraser Valley to the Sunshine Coast and the Sea to Sky region that supports public libraries through resource sharing and collaborative programs. The InterLINK Board is composed of one representative from each of the eighteen member library boards. The InterLINK Board meets 5 times a year. Meetings are approximately 2 hours long and currently take place on Tuesdays at 5pm.

At the January Board meeting, trustees approved terms for the Picard Trust Award. The award, which is being publicized in mid-February, is adjudicated by an ad hoc committee of three BPL

trustees, with the Chief Librarian attending adjudication meetings ex officio. The Adjudication Committee will be appointed at the February Library Board meeting and will meet to select award recipients in March.

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

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: 2022 FEBRUARY 17

SUBJECT: 2023 PROVINCIAL BUDGET: REVISED PROPOSED UBCM RESOLUTION

RECOMMENDATION:

THAT the Board approve a revised resolution for consideration at the May 2022 Lower Mainland Local Government Association (LMLGA) Annual General Meeting, and for subsequent consideration at the September 2022 Union of BC Municipalities (UBCM) Convention.

REPORT

At the January 2022 Library Board meeting, the Library Board agreed to propose a resolution on provincial funding to the LMLGA AGM and UBCM Convention. Since the meeting, there have been suggested wording changes from City staff and from the BC Library Partners.

Background

The Province of British Columbia provides grants to public libraries annually. In 2009, provincial funding for public libraries was reduced from \$17.9 million to \$14 million. The grant has remained static at \$14 million since 2010. The lack of regular increases means that each year libraries receive less and less provincial funding as a portion of overall revenue, which results either in cuts to services or an increased cost to municipalities. Funding is provided to individual libraries; in 2021, BPL received a grant of \$470,000, which represents 3.2% of BPL's total operating budget.

As in previous years, the BC Public Library Partners (BC Library Trustees Association, Association of BC Public Library Directors, BC Library Association and BC Libraries Cooperative) are coordinating advocacy efforts to increase provincial funding for libraries.

One of the venues for advocating for increased funding is the Union of BC Municipalities Convention in September 2022. Resolutions for consideration at UBCM are submitted by municipalities. The City of Burnaby Planning and Development department prepares a report outlining new resolutions for consideration at Council. Resolutions from Burnaby City Council are also brought to the Local Government Association AGM in May 2022.

Original Resolution

The original resolution is as follows:

Whereas libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years;

And whereas public libraries are central to communities, providing equitable access to vital resources, including internet, public computers, digital library tools, and in-person service from expert staff;

And whereas public libraries provide British Columbians with low-barrier services, that support jobseekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

Therefore be it resolved that [LGMA/UBCM] urge the Government of British Columbia to increase the funding for public libraries from \$14 million to \$22 million in the BC Provincial Budget for 2022;

And be it further resolved that the Province be requested to ensure that BC Libraries will henceforth receive Provincial Government financial support at a sustainable level in subsequent years following the 2022 Budget.

Revised Resolution

The resolution has been revised to remove the specific dollar amount of the ask and to remove the specific budget year. This is in recognition that the timing of the LMLGA AGM and the UBCM convention do not necessarily line up with the province's budget deliberations. It also recognizes that the BC Library Partners are also asking government for a one-time pandemic response budget lift in 2022. The revised resolution is as follows (**changed paragraphs in red**):

WHEREAS libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years;

AND WHEREAS public libraries are central to communities, providing equitable access to vital resources, including internet, computers, digital library tools, and in-person services from expert staff;

AND WHEREAS public libraries provide British Columbians with low-barrier services, that support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

THEREFORE BE IT RESOLVED that UBCM urge the Government of British Columbia to provide long-term sustainable funding for public libraries in BC;

AND BE IT FURTHER RESOLVED THAT that the Province ensure that BC Libraries will henceforth receive regular increases to Provincial Government funding in subsequent years.



Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: 2022 FEBRUARY 17

SUBJECT: STRATEGIC PLANNING PROCESS

RECOMMENDATION:

THAT the Board delay strategic planning until 2023.

REPORT

Background

One of the Burnaby Public Library Board's key responsibilities is to develop a strategic plan for the library. The current [strategic plan](#) runs from 2019 to 2022.

In 2018, the Library Board undertook an extensive strategic planning process, including:

- Research and detailed reporting into library trends, community trends and community priorities
- Community engagement including
 - An online survey completed by 8 board members, 119 staff and 382 members of the public
 - In-branch questions answered by more than 400 patrons
 - 627 responses to "Street team" visits to 22 locations such as playgrounds and community centres
 - 12 interviews with community leaders such as MLAs and heads of social and business organizations
 - 10 focus groups with a total of 155 participants from different demographics, eg seniors, teens and pre-teens, Chinese community members, and newcomers
 - More than 450 ideas from 27 meetings with 166 staff
- Facilitated workshops for board and exempt staff

Strategic Planning Considerations

- The current strategic plan ends in 2022, and we know that there are some gaps in the plan, for example there is nothing in the plan about anti-racism.

- The community and libraries have changed significantly since the Board last undertook strategic planning in 2018, and there is a risk that the current 2019-2022 strategic plan is becoming less relevant.
- The ongoing COVID-19 pandemic presents some challenges in engaging with community, particularly in person. Delaying strategic planning until 2023 may mean that there is more opportunity to meaningfully engage with staff, patrons and the community at large.
- Strategic planning is an intensive exercise that requires considerable staff support in managing the process and considerable staff engagement to provide and facilitate input. Mental health impacts of the pandemic mean that staff capacity to undertake a large project like this is limited in 2022.
- Impacts of the pandemic on library service are not yet fully known, and strategic planning in 2022 may risk missing out on key trends.

Recommendation

Staff recommend that the Board delay strategic planning until 2023 so that we can fully engage as many people as possible in developing a plan that meets the needs and aspirations of the Burnaby community.



Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: 2022 FEBRUARY 17

SUBJECT: OPERATING PLAN 2022

RECOMMENDATION:

THAT the Board receive this report for information.

REPORT

In 2018, the BPL Board developed a 2019-2022 Strategic Plan that guides the work of Burnaby Public Library. Each year, BPL staff develop an operating plan to move the work of the strategic plan forward.

The 2022 Operating Plan on the next pages outlines key initiatives that we'll undertake this year. Progress on these initiatives will be reported as part of the quarterly reports to the Board. The plan is heavily focused on activities under the **Invigorate People & Culture** goal due to a focus on anti-racism and on completing the implementation of the Public Service Staffing Model.

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

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

1. Connect with Community

We will:

- Discover and understand our communities' needs and aspirations
- Identify and remove barriers to library services
- Act as a hub, connecting people with each other
- Recognize and celebrate Burnaby's diverse communities

Operating Plan Projects

The work of librarians and others in connecting with community is an ongoing priority under this goal.

2. Encourage Curiosity and Exploration

We will:

- Inspire learning and critical thinking
- Cultivate imagination, creativity and play
- Support skill development and digital knowledge
- Enable creation & sharing

Operating Plan Projects

Project	Timeline
2.1 Streamline and Enhance Patron Printing Streamline and enhance printing process for patrons	Q1 to Q3
2.2 Open the Metrotown Digital Studio Develop staffing, equipment and services for the new Metrotown Digital Studio	Q1 to Q4

3. Create Welcoming and Innovative Spaces

We will:

- Build a new Cameron branch
- Reimagine existing spaces
- Activate new spaces
- Enhance virtual spaces

Operating Plan Projects

Project	Timeline
3.1 Build a New Cameron Branch Work with architects and City staff on development of new Cameron Branch	Q1 to Q4
3.2 Renovate Metrotown Public and Staff Spaces Complete Phase 1 of Metrotown renovations	Q1 to Q4

3.3 Create Teen Space at Tommy Douglas Convert the computer lab at Tommy Douglas to a teen space	Q1 to Q2
3.4 Bring Indigenous design to Metrotown and Cameron Consult and collaborate with Indigenous communities to bring Indigenous design into Metrotown renovations and development of new Cameron branch	Q1 to Q4

4. Invigorate people & culture

We will:

- Support staff to reach their full potential
- Deepen our learning and integration of the principles of Truth & Reconciliation
- Transform our work processes and systems
- Strengthen our partnerships
- Promote our services

Operating Plan Projects

Project	Timeline
4.1 Build an inclusive and supportive workplace for staff who are Indigenous, Black or persons of colour Use an anti-racism lens to review and revise hiring and development practices, including recruitment, leadership opportunities, performance review processes and precarious employment	Q1 to Q4
4.2 Address racial harm toward staff and patrons who are Indigenous, Black or persons of colour Deliver revised respectful workplace training, and develop processes to support IBPOC staff following incidents of racial harm	Q2 to Q4
4.3 Build anti-racism into our organization and our daily work Develop clear goals and structures for anti-racism work at BPL; develop a shared understanding of anti-racism through training; develop a framework to help staff do their work through an anti-racism lens; build a framework for ongoing conversations about anti-racism	Q1 to Q4
4.4 Improve the Public Service Staffing Model Implement actions from the Public Service Staffing model review	Q1 to Q4
4.5 Revise BPL security practices Using recommendations from the Public Service Staffing Model review and the Anti-Racism Climate Audit, revise security practices and procedures, and deliver training, including bystander intervention training	Q2 to Q4
4.6 Improve materials handling processes Improve materials handling processes to reduce staff injuries and address backlogs	Q1 to Q4
4.7 Create new staff Intranet Create new staff Intranet to replace current staffweb, which is built on end-of-life software	Q1 to Q3

The work of the equity-seeking groups (Trans Inclusion Working Group, Indigenous Initiatives Group and the Anti-Racism Group) continue as ongoing priorities under this goal.



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: HUMAN RESOURCES COORDINATOR
BURNABY PUBLIC LIBRARY

DATE: 2022 FEBRUARY 17

SUBJECT: 2022 PLA & BCLA CONFERENCES

RECOMMENDATION:

THAT the Board receive this report for information.

REPORT

There are two upcoming Library Association Conferences that will be held virtually again this year:

- The **Public Library Association Conference** takes place March 23-25
Those registered will be able to view available recordings following the live conference.
- The **BC Library Association Conference** takes place April 19-22.
Those registered will be able to view available recordings for 3 months following the live conference.

Trustees interested in attending these conferences can express their interest to the Human Resources Coordinator, who will register on their behalf.

A handwritten signature in blue ink that reads "Sharon Notarrigo".

Sharon Notarrigo
HUMAN RESOURCES COORDINATOR
BURNABY PUBLIC LIBRARY