

BURNABY PUBLIC LIBRARY BOARD

AGENDA

Regular Meeting

DATE: 2019 December 12 (Thursday)

PLACE: 3rd Floor Board Room
Bob Prittie Metrotown Branch
6100 Willingdon Avenue

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

PAGE NO.

1. Presentation: Community-Led Work
Jorge Cardenas, Community Outreach Librarian

2. **Motion** to receive agenda

3. Minutes

Motion to adopt the minutes of the regular meeting held 2019 November 21 as circulated

ENCLOSED

4. Reports

- i) Board Chair (verbal)
- ii) Council Liaison (verbal)
- iii) InterLINK Representative (verbal)

5. Items Requiring a Decision

- i) Board Policy Manual Revisions

Purpose: To seek Library Board approval for the policy manual revisions.

ii) Burnaby Children's Charter

Purpose: To seek Library Board endorsement of the Burnaby Children's Charter.

6. Report of the Chief Librarian

i) New Cameron Branch – Verbal Update

Purpose: To provide the Library Board with an update on the progress of the New Cameron Library.

iii) Newspaper Clippings

SENT VIA DIGITAL
AGENDA PACKAGE

Purpose: To provide the Library Board with information regarding media articles published in the past month that referenced the library.

7. Other Business

8. Next Library Board Meeting – 2020 January 16 at 7:00pm in the 3rd floor Board Room at the Bob Prittie Metrotown Branch, 6100 Willingdon Avenue.

9. Adjournment

Motion to adjourn the regular meeting



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

SUBJECT: BOARD POLICY MANUAL REVISIONS

DATE: 2019 DECEMBER 12

RECOMMENDATION:

THAT the Library Board approve the revised Board Policies outlined in this report.

REPORT

The Board Policy Manual is a large document that contains a considerable amount of operational and procedural information. At the May 2019 Board meeting, trustees agreed to form an ad hoc working group to recommend changes to the Policy Manual. The working group met in September and agreed on an approach to substantially revise and reduce the policy manual, pulling out items that are operational in scope to staff policies and procedures, and pulling out detailed board procedural information to the trustee orientation package. The group reviewed policies from other libraries and began the work of identifying key policies. The group met again in October and November and agreed on a new set of policies.

The revised policies are presented here for the consideration of the Board. Text **in red** is new or revised text; text in black is lifted directly from the existing Board Policy Manual.

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

A1. Policy Authority and Maintenance

Objective

The purpose of this policy is to clarify the Burnaby Public Library Board's authority for developing and reviewing policies, and to differentiate between policies and procedures.

Policy Statement and Details

The Burnaby Public Library Board develops policies to clearly define the scope and limits within which the Burnaby Public Library operates. Policies are guiding principles that are used to set direction and provide effective parameters for decisions and actions made by trustees and staff.

Policies are developed and approved by the Board. Policies are reviewed at least once every five years. Policies may be reviewed and revised more frequently due to changes in legislation, operational needs or new developments.

Procedures are developed to implement policy directions of the Board. Procedures provide practical, logical and detailed processes to ensure that board policies are communicated to all staff and consistently followed. Procedures are developed by library staff and do not require approval of the Library Board.

Last Reviewed: 2019-12-12

A2. Burnaby Public Library Board

Objective

The purpose of this policy is to define the legal authority and composition of the Burnaby Public Library Board.

Policy Statement and Details

The Burnaby Public Library was established by the Corporation of the District of Burnaby By-Law No. 3522, dated December 20, 1954.

The Burnaby Public Library operates under the provisions of the Library Act of British Columbia, and is governed by a Library Board constituted under the terms of the Library Act of British Columbia.

The Burnaby Public Library Board shall be composed of The Mayor of Burnaby, or a member of the City Council selected by the Council, and eight additional members selected and appointed by the City Council. The Chief Librarian shall be ex-officio Secretary of the Board.

The Burnaby Public Library Board is an employer separate from the City of Burnaby under the Labour Code of British Columbia.

The Burnaby Public Library Board determines and adopts policies governing the services and operation of the library.

The Burnaby Public Library Board determines the purpose of the library and secures adequate funding to carry out approved goals and objectives appropriate to achieving the library's purpose. The Burnaby Public Library Board has exclusive control of funds provided for library purposes from the City general revenue.

The Chief Librarian is appointed by, and reports to, the Burnaby Public Library Board. The Chief Librarian is accountable to the Burnaby Public Library Board for planning and recommending effective and efficient ways to meet community needs for library service and for directing the activities of all departments so as to ensure that library service is provided in accordance with Library Board policies, plans and directives.

Last Reviewed: 2019-12-12

A3. Board Roles and Operations

Objective

The purpose of this policy is to establish how the Burnaby Public Library Board operates and to define roles and responsibilities of individual trustees and the Chief Librarian.

Policy Statement and Details

Library Board Appointments

The Library Board member appointed from City Council holds office for one year, or for the remainder of the year during which the trustee is appointed, and shall be eligible for reappointment.

The eight regular members of the Library Board are appointed for a term of two years and are eligible for reappointment to a maximum of three complete terms. Members of the Board who are serving on a provincial or national library association, boards or committees, or who are engaged in other significant activity external volunteer activity deemed of significance by the Board, may be reappointed for a fourth term of one or two years at Council's discretion.

Any vacancy on the Library Board arising from any cause other than the expiration of the term for which the trustee was appointed shall be filled for the unexpired portion of the term only, by an appointment to be made by Council.

Library Board Roles

Following the inaugural meeting of the Library Board but no later than the Board's February meeting, the Board shall elect from among its members a Chair and a Vice-Chair. These officers shall be elected for a term of one year and may be eligible for re-election for not more than two additional one-year terms.

The Chief Librarian, or designate, is the secretary to the Board and shall be present at all Board meetings, except those meetings or portions of meetings that deal with the Chief Librarian's salary or performance review. The Chief Librarian is a non-voting member of the Library Board.

Board Meetings

The Library Board must meet at regular intervals at least six (6) times a year. Regular meetings of the Library Board shall be open to the public. Copies of regular meeting agendas and minutes of the Library Board shall be available for public information.

A majority of all the members of the Library Board is a quorum. No motions may be made or passed without quorum.

Reports, petitions and other submissions by the public to the Burnaby Public Library Board must be submitted to the Chief Librarian's office in writing not less than seven (7) days prior to the regular monthly meeting of the Board.

Persons wishing to appear before the Burnaby Public Library Board as a delegation must make written application to the Chief Librarian's office indicating the substance of their enquiry or brief not less than seven (7) days prior to the regular monthly meeting of the Library Board. Presentations to the Board by delegations shall be limited to ten (10) minutes, with additional time for questions of the delegation from trustees at the discretion of the Chair.

The Board may hold an in camera meeting only if the subject matter being considered is related to:

- the security of the Library
- personal information of an individual, including an employee of the Library
- the Chief Librarian's performance and pay review
- proposed or pending property acquisition
- labour relations or negotiations
- litigation, potential litigation or other legal matters
- any matter that would cause financial or economic harm to the Library or to the relationship between the Library and the government or other public bodies

A motion to move in camera shall include the reason for holding the meeting in camera.

Minutes of any in camera meeting shall be available only to the Chief Librarian and members of the Board, subject to the provisions of the BC Freedom of Information and Protection of Privacy Act.

Board Committees

Committees act in an advisory capacity and exist to assist the Board in fulfilling its governance responsibilities.

There are three standing committees of the Board:

- 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
- 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

Following the inaugural meeting of the Library Board but not later than its March meeting, the Board shall appoint from among its members a chair and members of standing committees.

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

Each committee shall develop and maintain terms of reference, a calendar of meetings and a list of deliverables.

Ad hoc committees may be established by motion of the Board to deal with special matters before the Board. Ad hoc committees may have any number of members. If not appointed by the Board, the Committee Chair will be elected at the committee's first meeting. Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.

A quorum shall be a majority of committee members present. Recommendations to the Board can only be made through committee meetings where quorum was present.

The Chair of the Board shall be a member ex officio and shall participate and vote as any other member. The Chair of the Board is not counted when determining the number of members required for quorum.

The Chief Librarian, or designate, is the secretary to all committees of the Board and shall be present at all committee meetings, except those meetings or portions of meetings that deal with ~~matters pertaining to~~ the Chief Librarian's salary or performance review. The Chief Librarian is a non-voting member of Board committees.

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.

Last Reviewed: 2019-12-12

A4. Trustee Code of Conduct

Objective

The purpose of this policy is to define a code of conduct for Burnaby Public Library Trustees.

Policy Statement and Details

Trustees must observe the highest ethical standards in the performance of their duties. The public interest must be their primary concern. Their conduct in their official affairs must be above reproach at all times.

Conflict of Interest

A conflict exists where the trustee could directly influence a decision made in the course of performing the trustee's duties, or where the trustee could indirectly influence a decision through the exerting of personal influence over the decision-maker, where the outcome of that decision might benefit the trustee.

A trustee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to all, nor place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or who might seek preferential treatment in any way.

A trustee shall not have a financial or other interest, direct or indirect, which is incompatible with the proper discharge of their duties, or which would tend to impair their independence of judgment or action.

Rewards and Benefits

A trustee shall not influence decisions relating to library dealings with businesses which have in any way benefited the trustee directly or indirectly.

In accordance with the Library Act, trustees serve without remuneration but may be reimbursed travel and other expenses that are necessarily incurred in connection with their duties and have been approved by the Board.

It is recognized that moderate hospitality is an accepted courtesy of a business relationship. Recipients should not allow themselves to reach a position where they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality.

Confidentiality

Trustees shall not benefit, or appear to benefit, from the use of information acquired as a result of their appointment with the Library unless such ~~as~~ information is available to the public generally. Trustees shall not disclose information from in camera meetings.

Upon termination of office, individual trustees must return items of a confidential nature ~~and delete electronic copies of such items. (concerning union negotiations, etc.), unpublished plans and programs for future development, and items of a permanent nature (such as policy manuals, personnel manuals, texts on trusteeship, etc.).~~

Last Reviewed: 2019-12-12

A5. Media and Public Relations

Objective

The purpose of this policy is to establish guidelines for public communications.

Policy Statement and Details

All media requests are directed to the Chief Librarian. For operational matters, the Chief Librarian is the designated spokesperson for the library. The Chief Librarian may delegate this authority to other library staff as appropriate. For governance and policy matters, the Board Chair is the designated spokesperson. The Chair may delegate authority to individual trustees as appropriate.

Any public release other than promotion of individual library programs must be approved by the Chief Librarian. Any public release which relates to library policy ~~should~~ must be approved by the Chair of the Library Board in consultation with the Chief Librarian.

Library Board trustees and members of the staff are encouraged to give talks and to participate in community activities. When a staff member is requested to represent Burnaby Public Library in an official capacity, such requests must be referred to the Chief Librarian for approval before acceptance by the staff member.

Last Reviewed: 2019-12-12

B1. Intellectual Freedom

Objective

The purpose of this policy is to affirm the Board's commitment to intellectual freedom and to identify policy implications of this commitment.

Policy Statement and Details

The Library provides access to expressions of knowledge and intellectual activity, including those which some individuals might regard as unconventional or unacceptable. The Library attempts to provide information from a broad range of perspectives, including both minority and majority viewpoints.

The Library subscribes to and supports the following Statement on Intellectual Freedom and Libraries of the Canadian Federation of Library Associations.

Statement on Intellectual Freedom and Libraries

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards,

libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

The Burnaby Public Library is also an intellectual meeting place for the community. As such, it offers an environment for cultural pursuits and the exploration of ideas through a variety of exhibits and displays, discussion groups, lectures and other programs and events.

Apart from activities related to the realization of its mission and principal functions, Burnaby Public Library occupies a neutral position in relation to public affairs.

Internet access

The Internet has become essential to participation in a democratic and information-driven society and is an essential part of the universal access to information that libraries provide and support. Burnaby Public Library provides public access to the Internet in keeping with the library's commitment to intellectual freedom.

The Internet is a largely unregulated environment which contains information and opinions that range in scope from authoritative to completely unreliable. Often information found on the Internet is not accurate, complete or current, and patrons may encounter content they might find controversial or extremely offensive. The library does not manage the content of the information accessed through the Internet and patrons are responsible for assessing the validity of the information found.

In keeping with the public library's long-standing tradition of providing age-appropriate materials for children in safe and welcoming environments, workstations designed for children are filtered.

Last Reviewed: 2019-12-12

B2. Privacy

Objective

The purpose of this policy is to affirm the Board's commitment to privacy and to identify policy implications of this commitment.

Policy Statement and Details

As a public body, the Library abides by the BC Freedom of Information and Protection of Privacy Act. The Library values the privacy of its users, regardless of the manner in which they engage with the library ~~(e.g. in person, via the library's catalogue or website, etc.)~~ and takes every reasonable precaution to ensure that personal information is accurate and up-to-date.

The Chief Librarian, or ~~his/her~~ designate, serves as the library's Freedom of Information and Protection of Privacy Officer for the purposes of the BC Freedom of Information and Protection of Privacy Act (FOIPPA).

Burnaby Public Library will only use personal information for the purpose for which it was originally collected or in a manner that is consistent with those purposes.

The Library does not sell, rent or lease personal contact information stored in the Library's database to outside parties.

All records relating to cardholder registration and the ~~circulation of materials~~ use of library services, including questions asked, programs attended and materials viewed, accessed or borrowed, are confidential.

The library adheres to all applicable legislation, including Canadian Anti-Spam Legislation, in its communication with users.

No person or organization outside the library may have access to them, with the following exceptions:

- a third party acting on the library's behalf to expedite the return of overdue items or obtain monies owing to the library in cases in which users have failed to return library materials on time
- where there are compelling health and safety reasons;
- to contact a person's next of kin if that person is injured, becomes ill or dies while visiting the library
- by subpoena, warrant or other court order

The choice of materials and the way in which information is utilized in the library is considered to be a private undertaking on the part of the individual library user. If people are to make full use of public library facilities, their privacy cannot be or appear to be compromised by the possibility that others have access to information on what materials they are using, what questions they are asking, or personal data collected by the library. It is the responsibility of a child's parent or guardian, not library staff, to monitor a child's use of library services and collections.

As stewards of the personal information entrusted to the library by members of the public, library staff are expected to meet the highest standards when ensuring the protection of that information.

Video surveillance

Video surveillance is used for the following reasons:

- as a means of increasing the level of security of individuals;
- to minimize the loss of the library collection or other physical assets; and
- as a means of assisting in the apprehension and/or prosecution of those who violate the law on library premises.

The Library Board recognizes that individuals have privacy rights that are reduced, but not eliminated, while under video surveillance.

A surveillance video is recognized to be subject to the provisions of the BC Freedom of Information and Protection of Privacy Act.

Internet access

The Internet has become essential to participation in a democratic and information-driven society and is an essential part of the universal access to information that libraries provide and support. The Internet is a largely unregulated environment which contains information and opinions that range in scope from authoritative to completely unreliable. Patrons need ~~also~~ to be aware that the Internet is not a secure medium and that third parties may be able to obtain information about patrons' activities. While Burnaby Public Library strives to uphold its commitment to protect patron privacy in the delivery of Internet resources, the library assumes no responsibility for the security and privacy of online transactions that are not conducted on Burnaby Public Library's own website.

Last Reviewed: 2019-12-12

Burnaby Public Library Board Policy

C1. Membership

Objective

The purpose of this policy is to define policies for use of and membership of Burnaby Public Library.

Policy Statement and Details

Burnaby Public Library services are freely available to all. Some services, for example lending materials and accessing electronic resources, are only available to library cardholders. Persons who

- reside in Burnaby;
- own property in Burnaby;
- operate a business in Burnaby;
- are an employee of the City of Burnaby, the Burnaby Board of Education, Burnaby Hospital or Metro Vancouver;
- attend/are employed by a tax supported educational institution within the City; or
- reside in an InterLINK community.

are eligible for a Burnaby Public Library card.

Burnaby Public Library may create other card types to provide access to specific services, or to provide different borrowing limits, fines or other criteria to particular groups of people.

Borrowing privileges may be cancelled or suspended when a card holder has violated library policies or exceeds the maximum allowable fines or overdue items.

The BC Library Act authorizes the Library Board to suspend library privileges for breaches of library rules and to exclude from the library anyone who behaves in a disruptive manner or damages library property. Staff only restrict access to library services or premises when an individual's ~~presence or~~ behaviour is demonstrably disruptive, ~~when it threatens or is perceived to threaten the safety of patrons and/or staff, or when it results in or may result in, damage or loss of property.~~ Where feasible, users are to be given the opportunity to change inappropriate behaviour prior to sanctions being imposed.

Information on individuals banned for more than one month will be provided to the Library Board. A ban of more than three months must be approved by the Library Board. Suspended individuals may appeal their ban to the Library Board, and will be informed of the right to appeal in writing.

Last Reviewed: 2019-12-12

C2. User Fees

Objective

The purpose of this policy is to affirm Burnaby Public Library's commitment to free library service and to identify exceptions where fees may be charged.

Policy Statement and Details

Burnaby Public Library is, and must be seen to be, an institution available to all members of the community. Burnaby Public Library will not charge fees to enter buildings, borrow collection items or access information except as noted below. To do so would inhibit access for those unable to pay and has the potential to allow those with greater ability to pay to unduly influence the development of library services.

The Library may charge such fees or impose such fines and other penalties as it deems necessary in order to ensure fair use of its services or to ensure return of borrowed material. However, the library has also long established its commitment to access and inclusion through an empathetic approach to fines and fees that allows staff to use their judgment in the waiving of charges for patrons.

When a library service or product benefits an individual and not other library users (e.g. photocopies), the library may levy a fee.

The library may pass on to the user charges levied by external service providers ~~when these charges are incurred when responding to an individual library user's request (e.g., for example interlibrary loan when a charge is made by the lending library.~~

~~The Library Board reviews all charges annually.~~

Last Reviewed: 2019-12-12

Burnaby Public Library Board Policy

C3. Collection

Objective

The purpose of this policy is to set high-level direction for library collections.

Policy Statement and Details

The Canadian Charter of Rights and Freedoms protects the free expression of ideas and the private reading rights of individuals. The success of a democracy is dependent on the full range of human ideas being accessible to all members of the community.

Burnaby Public Library will select material for its collection that supports individuals in their quests for access to a diverse range of the world's stories, ideas and information.

As the Burnaby Public Library Board has endorsed the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries, library staff will develop collections to represent as many viewpoints as possible within constraints of budget, space, and availability of resources. The presence of materials in the library does not constitute endorsement of their contents by the Library Board.

The library will provide materials, including those that may be infrequently requested, through which individuals may discover original and possibly controversial ideas.

The library will provide a user-oriented collection which anticipates and responds to the life-long learning, cultural, leisure and information needs of the community of Burnaby. The library will not sacrifice its ability to provide the full range of subject coverage and material of lasting significance in order to fully satisfy the immediate demand for popular material.

The library realizes some materials are controversial and may offend some patrons. The ultimate responsibility for the choice of material lies with the patron.

The library provides access to its materials to all. Materials will not be marked or identified to show approval or disapproval of the contents. Videos rated as Restricted will be labeled as such, in accordance with the Motion Picture Act of BC.

Children and Teens

Children and teens have a right equal to adults to access library collections and services. The library provides children and teens with open access to adult collections under the same regulations that apply to adults, with the exception of films with a restricted rating which are not loaned to those under the age of 18, in accord with The Motion Picture Act of BC. ~~As the library does not act "in loco parentis", it~~ It is the responsibility of a child's parent or guardian to monitor their child's use of library services and collections.

Request for Reconsideration

The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the library's collection. An individual or a group objecting to material located in the collection is asked to complete a written request for the reconsideration of the material. Request forms are available for this purpose at all library branches.

Decisions made will be communicated to the originator of the request following completion of a formal staff review. **Any decision made by staff will reflect the principles outlined in this policy.**

An annual report on requests for reconsideration of library material is provided to the Board.

Last Reviewed: 2019-12-12

C4. Use of Library Space by Outside Agencies

Objective

The purpose of this policy is to regulate use of library space by outside agencies.

Policy Statement and Details

~~The library's program rooms, meeting rooms, group study room, and computer lab are~~ Library space is primarily intended for library purposes, including programs conducted, initiated or co-sponsored by the library. ~~When the library does not require them, the~~ The library may permit ~~their~~ use of space by City of Burnaby departments, Burnaby based not-for-profit community groups and other not-for-profit community groups for meetings and programs of an informational, educational or cultural nature.

Permission to use library ~~program rooms, meeting rooms, group study room or computer lab space or facilities~~ does not imply library endorsement of the group making the booking, their beliefs or their activities.

Users may not charge an admission fee, fundraise or solicit donations, sell items, or market services ~~in the meeting room~~ without prior approval of the Library Board.

Books by authors speaking ~~in meeting rooms, at library events sponsored or co-sponsored by the Library,~~ may be sold.

~~Religious recruitment is not permitted.~~

The Library expects that groups using ~~a meeting room~~ library space comply with federal, provincial and municipal legislation, regulations and bylaws.

If, in the opinion of the Chief Librarian or designate, the use of library space ~~a room~~ by any group presents, or potentially presents, a risk of significant disruption to library users, library staff or library property, then the Chief Librarian or designate shall have the discretion to refuse or cancel such a booking.

Notice Boards and Distribution of Free Materials

Public notice boards and the distribution of free materials are provided as a community service.

Material ~~which that~~ is primarily commercial will not be displayed or distributed unless it fulfills a cultural, educational or recreational role.

Material promoting an individual political party or politician will not be displayed or distributed.

Religious material ~~pertaining to a specific church, denomination, or sect~~ will not be displayed or distributed unless it promotes a specific, dated event.

Posters, flyers or handbills promoting a fundraising event for not-for-profit organizations may be posted and/or distributed as space permits.

Displaying or distributing materials does not constitute library endorsement of content.

Canvassing and Research

The library will not permit outside agencies or individuals to personally solicit donations, **survey or study library users**, or petition library users on library premises except in special circumstances upon the approval of the Board.

~~The library will not participate in activities in which library users are to be surveyed by other organizations except in special circumstances (e.g. at the request of the City or when recommended by the Chief Librarian and approved by the Board).~~

~~Election campaigning inside library space is prohibited. All Candidates Meetings may be held in library spaces and limited distribution of material promoting an individual political party or politician may be permitted within a meeting room in which an All Candidates Meeting is held.~~

~~Election campaigning outside libraries is governed by the City of Burnaby's [Election Campaigning Policy](#).~~

Last Reviewed: 2019-12-12

D1. Financial Responsibility and Accountability

Objective

The purpose of this policy is to establish a financial accountability framework for the library.

Policy Statement and Details

The Library Board has, subject to the approved budget, exclusive control over the expenditure of:

- All money provided by the Council for library purposes;
- All money given to the Library Board;
- The revenue derived from any source, including fees, fines, and money recovered by the Library Board for detention, damage or loss of library materials.

The Library Board must provide to the City annual financial statements that have been audited in the same manner as the financial statements of the City of Burnaby.

Record Keeping

It is the duty of the Library Board to undertake record keeping duties by retaining all records in accordance with the legal requirements of Federal and Provincial statutes.

Accounting/Finance Policies

With regard to accounting and finance policies, Burnaby Public Library complies with those set out by the City of Burnaby.

Last Reviewed: 2019-12-12

D2. Donations and Sponsorship

Objective

The purpose of this policy is to establish parameters for donations and sponsorship.

Policy Statement and Details

Burnaby Public Library is a public institution funded primarily by taxes from the local and provincial governments. While recognizing the legitimacy and primacy of tax revenue in providing library service, the Library Board acknowledges the importance of gifts and donations from individuals, non-profit organizations and private enterprise in enhancing library service.

Monetary donations and in-kind gifts may be accepted by the Burnaby Public Library at the discretion of the Chief Librarian. The library reserves the right to refuse gifts and donations that may not be in keeping with the goals, policies and standards of the library.

Significant gifts requiring special acknowledgment will be considered and approved in advance by the Library Board.

Donors' suggestions for the final disposition of all monetary donations and in-kind gifts that are accepted will be given due consideration. However, donations and gifts are accepted on the understanding that the Library has complete jurisdiction over the disposal of such gifts.

Gifts of money and real property are accepted as long as any conditions attached thereto are acceptable to the Library Board.

The Library ~~has status as is~~ is a charitable institution and will issue income tax receipts for cash donations upon request. Tax receipts for donations of real property may be issued upon the approval of the Chief Librarian.

Endowment Fund and Trusts

In order to provide a continuing source of income to enhance the quality of library service in Burnaby, the Library Board maintains the Burnaby Public Library Endowment Fund.

Any person, corporation or entity may donate or bequeath real or personal property to the Endowment Fund. In addition to a General Purpose Fund, the Library Board may establish a separate trust under the Endowment Fund umbrella to acknowledge significant donations. The Library Board may agree to specific requirements for expenditure of the interest generated from these special trusts.

The capital of the Endowment Fund consists of donations to the Library and interest generated by the investment of Endowment Fund capital. The Endowment Fund capital is invested by the City of Burnaby acting on behalf of the Library Board.

Interest income generated by the Endowment Fund may be disbursed according to the Library's Annual Budget as approved by the Library Board. A portion of interest will be left in the Endowment Fund annually to ensure that the principal increases at a rate not less than the current rate of inflation.

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.

Sponsorship

The Chief Librarian, in consultation with the Library Board, will decide if an organization or group will be considered for potential sponsorship. Such organizations and groups must be considered appropriate and compatible with the library's policies, mission and values. Such organizations will be recognized through appropriate means, such as the use of the company logo **on promotional materials or**, recognition in the media, ~~etc.~~

Last Reviewed: 2019-12-12

E1. Recruitment and Hiring

Objective

The purpose of this policy is to outline specific recruitment policies that do not form part of the Collective Agreement.

Policy Statement and Details

All appointments to positions within the library are based on skills, knowledge and abilities and in accordance with ~~pertinent~~ provincial and federal ~~government~~ legislation ~~concerning employment equity, human rights and criminal record checks.~~

Where this policy is found to be in conflict with the Collective Agreement, the wording of the agreement shall take precedence.

Employment of Relatives

Relatives of employees may be appointed to Library positions ~~if they have greater skill, knowledge and ability than any other applicants and~~ provided that the position to which such person may be appointed is not likely to supervise, or be supervised in any way by, the position held by a relative (defined here as biological or legal parent, sibling, child, grandparent, grandchild, cousin, uncle, aunt, niece, nephew, guardian, ward, spouse, common-law spouse or same sex partner or in-law or a step relative of the employee in any of the foregoing categories).

The Library Board will avoid the appointment of relatives when any undue influence is exercised by an employee, either directly or indirectly, on the hiring process. No employee will participate in interviewing a relative or in decisions concerning the possible hiring of a relative.

No library trustee or employee will permit his or her name to be used as introduction or reference by relatives seeking employment in the library system.

This policy will also apply in the event when two (2) employees of the library become related under the definition stated above.

Last Reviewed: 2019-12-12

E2. Respectful Workplace

Objective

The purpose of this policy is to ensure that Burnaby Public Library commits to providing a work environment that is safe, respectful and free from bullying and harassment.

Policy Statement and Details

Burnaby Public Library ~~and its Union~~ believes that the working environment of all employees should at all times be respectful of the dignity and self-esteem of individuals. Achieving this desired environment depends upon mutual respect, cooperation and understanding among fellow workers. The Burnaby Public Library Board will not accept or tolerate bullying or harassment in the workplace.

Burnaby Public Library will develop, review, revise and enforce a detailed respectful workplace policy and procedures, including procedures for complaint investigation and resolution.

The Library will communicate this policy to all employees, provide employee education, and train supervisors and managers, ~~and establish procedures for complaint investigation and resolution.~~

Last Reviewed: 2019-12-12

E3. Training and Conference Attendance

Objective

The purpose of this policy is to provide guidelines and direction on staff and trustee training and conference attendance.

Policy Statement and Details

Burnaby Public Library is committed to investing in staff and trustee training and professional development through internal and external training, conference attendance, meetings and visits to other libraries.

The Chief Librarian is authorized by the Board to approve expenditures of up to \$5,000 for staff who wish to attend conferences, training courses, seminars and workshops and visits to other institutions. ~~The Chief Librarian shall inform the Board of expenditures made.~~

Expenditures greater than \$5,000 must be referred to the Library Board for its approval.

Attendance at conferences and other training involving travel is subject to the City of Burnaby's Travel and Expense Reimbursement Policy and Handbook.

Last Reviewed: 2019-12-12

E4. Gifts

Objective

The purpose of this policy is to identify when it is appropriate for staff and trustees to accept gifts.

Policy Statement and Details

To preserve the image and the integrity of ~~both~~ staff, trustees and the library, gifts other than items of low intrinsic value (i.e. pens, chocolates, donuts, calendars) are to be courteously returned to the giver. It is recognized that moderate hospitality is an accepted courtesy of a business relationship.

Under no circumstance will staff or trustees accept cash, gift certificates or cash cards. ~~If the giver is insistent,~~ Staff can advise ~~them~~ potential givers that a tax deductible gift to the Library's Endowment Fund may be made through the Library's Administration Department.

It is the personal responsibility of each employee and trustee to ensure that the acceptance of meals, refreshments, entertainment or gifts is proper and could not reasonably be construed in any way as an attempt by the offering party to secure favourable treatment. If staff or trustees have any doubt that a gift may be appropriate, they are to courteously state that it would be inappropriate for them to accept the gift and decline.

Employees who find themselves in a real, perceived or potential conflict of interest situation must disclose the matter immediately to their branch or department manager.

Last Reviewed: 2019-12-12

Burnaby Public Library Board Policy

E5. Living Wage

Objective

The purpose of this policy is to ensure that all Burnaby Public Library employees earn, at minimum, a living wage.

Policy Statement and Details

The Burnaby Public Library Board endorses the City of Burnaby's [Living Wage Policy for Employees](#). Burnaby Public Library will implement this policy for all library employees.

The Burnaby Public Library Board endorses the City of Burnaby's [Living Wage Policy for Service Providers](#). The Burnaby Public Library Board will implement this policy for all service providers and sub-contractors to the city who work on city premises for a specified period of time.

Last Reviewed: 2019-12-12



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

SUBJECT: BURNABY CHILDREN'S CHARTER

DATE: 2019 DECEMBER 12

RECOMMENDATION:

THAT the Library Board endorse the Burnaby Children's Charter

REPORT

The Burnaby Children's Charter sets out a vision for a child-friendly city and promotes the implementation of the UN Convention on the Rights of the Child at the community level.

The Burnaby Children's Charter is the culmination of a three-year project led by the Burnaby Children's Community Table, a broad-based table of governmental, community, school and health organizations. BPL is represented at the table by Vicki Donoghue, Coordinator of Children's and Teen Services. The Charter was developed with input from more than 250 Burnaby children, who were engaged using play- and art-based tools to elicit a child's view of a child-friendly community.

The Charter is reproduced with this report. The Charter is intended to be a tool to help organizations embed the principles of the UN declaration into their work, and the Community Table has also developed an Action Planning Guide to help organizations implement the Charter.

The Charter was endorsed by Burnaby City Council on November 13, 2019.

It is recommended that the Library Board endorse the Charter to signal BPL's commitment to including voices of children in planning and engagement activities,

including strategic planning, facilities development and improvement, and program and service development.

A handwritten signature in dark ink, appearing to read 'Beth Davies', with a stylized, cursive script.

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

TO: CITY MANAGER **DATE:** 2019 November 13

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 13000 02
Reference: Child Care

SUBJECT: BURNABY CHILDREN'S CHARTER

PURPOSE: To provide information on the Children's Charter developed by the Burnaby Children's Community Table.

RECOMMENDATIONS:

1. **THAT** Council endorse the Burnaby Children's Charter as presented to Council at its meeting on 2019 November 4.
2. **THAT** a copy of this report be forwarded to the Burnaby Children's Community Table.

REPORT**1.0 BACKGROUND**

At its meeting on 2019 November 4, Council received a delegation from the Burnaby Children's Community Table (BCCT). The BCCT is a merged community planning table comprised of the Burnaby Early Childhood Development Table and the Burnaby School Aged Initiative. The BCCT includes a broad base of non-government community service providers and government representatives including the City (Parks, Recreation and Culture, Burnaby Public Library and Social Planning), Burnaby School District, Fraser Health and the Ministry of Children and Family Development who work together to plan and coordinate programs and services for children, youth and families.

Representatives of the BCCT along with three Burnaby school children appeared at the 2019 November 4 Council meeting to request endorsement of its newly developed Children's Charter. Arising from the delegation, Council referred the delegation's request to staff for a report recommending that the City endorse the Charter and highlight ways that the City can support the Charter. This report responds to that request.

2.0 THE BURNABY CHILDREN'S CHARTER

In general terms, a children's charter sets out a vision for a child-friendly city and promotes the implementation of the UN Convention on the Rights of the Child (UNCRC) at the community level. The UNCRC was adopted by the United Nations in 1989 and ratified by Canada in 1991.

The Burnaby Children's Charter is the culmination of a three-year project that engaged over 250 Burnaby children from ages three to 12 years old in identifying their rights and responsibilities (see *Attachment 1*). Thirty staff at 12 agency sites across the city were trained on how to use play and art-based tools to elicit a child's view of a child-friendly community. The agency sites included child care centres, non-profit agencies and school-based StrongStart programs.

With the support of Equitas International Centre for Human Rights Education (formerly known as the Canadian Human Rights Foundation), the voices of Burnaby children were collected and reflected in the Charter. The Charter is meant to be used as a tool to help organizations embed the principles on the UNCRC into their work. Children's rights aim to ensure that each child has the opportunity to reach their full potential. In Burnaby, children identified the following rights for the Burnaby Children's Charter:

- I have the right to play
- I have the right to healthy food and clean water
- I have the right to a clean environment
- I have the right to feel safe
- I have the right to people who care about me
- I have the right to kindness, love, and to be included
- I have the right to sleep and rest
- I have the right to community spaces
- I have the right to be heard and to express myself
- I have the right to learn

The BCCT has developed an Action Planning Guide to help organizations implement the Charter. The Guide encourages organizations to reflect on their policies, programs and services and provides best practices in implementing Charter articles.

The BCCT will also seek endorsement of the Charter by other community partners including the Burnaby School District, Fraser Health, Ministry of Children and Family Development and Burnaby-based community service providers.

3.0 POLICY

The Burnaby Children's Charter aligns with the City of Burnaby's Corporate Strategic Plan in relation to the following goals and sub-goals of the plan:

A Connected Community

- Social Connection – Enhance social connections throughout Burnaby
- Partnership – Work collaboratively with businesses, educational institutions, association, other communities and governments

An Inclusive Community

- Serve a diverse community – Ensure City services fully meet the needs of our dynamic community

To: City Manager
From: Director Planning and Building
Re: Burnaby Children's Charter
2019 November 13 Page 3

- Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging

A Healthy Community

- Healthy life – Encourage opportunities for healthy living and wellbeing
- Healthy environment – Enhance our environmental health, resilience and sustainability
- Lifelong learning – Improve upon and develop programs and services that enable ongoing learning
- Community involvement – Encourage residents and businesses to giveback to and invest in the community

4.0 SUPPORTING THE CHARTER

Through the Charter, Burnaby children have identified what they need to grow up healthy and happy. There is direct alignment with the children's rights identified in the Charter and the Corporate Strategic Plan and the strategic priorities of the City's sustainability strategies (Social Sustainability Strategy, Environmental Strategy and Economic Development Strategy). Through implementation of the Corporate Strategic Plan and the sustainability strategies, the City continues to promote the health and well being of children and families.

A key principle of the Charter is children's right to be heard. Moving forward, various City departments can endeavour to ensure that children's voices are heard in community consultation, engagement and planning processes. To facilitate the implementation of the Charter as appropriate, staff will distribute the Charter and Action Guide to City departments and the Burnaby Public Library.

5.0 RECOMMENDATION

It is recommended that Council endorse the Burnaby Children's Charter. By endorsing the Charter, Council will further demonstrate the City's commitment to the health and well being of Burnaby children and families.

It is further recommended that a copy of this report be forwarded to the Burnaby Children's Community Table.



E.W. Kozak, Director
PLANNING AND BUILDING

MM:sa
Attachment

Copied to: Director Parks, Recreation and Cultural Services
Director Public Safety and Community Services
Director Corporate Services
Director Finance

Chief Librarian
City Clerk

Burnaby Children's Charter

I have the right to feel safe

"If you get treated badly, you will have a bad memory."

"[I like that] I can walk to my grandparent's house."



I have the right to healthy food and clean water

"I like to eat bananas."

"It's good that there are stores in my community. We need food to grow big."

I have the right to community spaces

"The library [is important], because anyone can go there."

"[Community centre is important because] you can learn without having to go to school"



I have the right to a clean environment

"I like to collect caterpillars. I like flowers."

"Stop people smoking."



I have the right to play

"When I can play I'm happy."

"I like to play outside in the park."



I have the right to people who care about me

"I love my mom, dad and brother, they take care of me."

"I ask the police if I don't know how to go home."



I have the right to kindness, love, and to be included

"We help others so that when we need help they help us."

"When we are treated right we will treat others better."



I have the right to be heard and to express myself

"I like when the teacher writes my ideas down."

"Listen to us, don't ignore us."

I have the right to sleep and rest

"Because we need to sleep to grow."

"[I like] my house when no one is there. I like alone time."

"[We need] apartment buildings families can afford."

I have the right to learn

"The aquarium is important because you can learn about jellyfish."

"I like my school. I like to go there to play with my teacher and my friends."