

**BURNABY PUBLIC LIBRARY BOARD**

**AGENDA**

Regular Meeting

DATE: 2023 March 16 (Thursday)

PLACE: Cameron Recreation Complex (Cedar Room)  
9523 Cameron St, Burnaby, BC V3J 1L6

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 hən̓q̓əmi̓n̓əh̓ 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** (5 minutes incl. agenda)
  - i) **Motion** to adopt the minutes of the regular meeting held 2023 February 16th as circulated

ENCLOSED

3. **Reports** (10 minutes total)
  - i) **Board Chair** (verbal)
  - ii) **Council Liaison** (verbal)
  - iii) **InterLINK Representative** (verbal)

4. **Items for Decision**
  - i) Election of Officers (5-10 minutes)

1

**Motion:** That the Library Board appoint members of the Personnel Committee

- ii) Early Holiday Closures (10 minutes)

2

**Motion:** That the Library Board close library branches early at 5pm on Christmas Eve and New Year's Eve

5. Items for Information

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| i) Strategic Planning Update (no report)        |          |
| ii) Provincial Funding                          | <u>4</u> |
| iii) Retired Employees to July to December 2022 | <u>5</u> |

6. Other Business

7. Next Library Board Meeting – 2023 April 20 at 7:00pm via Zoom

8. Adjournment

**Motion:**

That the Library Board resolve itself into an in camera meeting from which the public is excluded to consider items under the following subsections of section 90 of the Community Charter:

- 90(1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity
- 90(1)(c) labour relations or other employee relations
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality



**TO:** CHAIR AND TRUSTEES  
BURNABY PUBLIC LIBRARY BOARD

**FROM:** CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY

**DATE:** 2023 MARCH 16

**SUBJECT:** ELECTION OF OFFICERS

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**RECOMMENDATION:**

**THAT** the Library Board appoint members of the Personnel Committee

**REPORT:**

At the February Board meeting, trustees appointed representatives of several committees. Personnel Committee appointments were postponed until March to allow the existing Personnel Committee to complete the Chief Librarian's performance review.

BPL Board Policy A3 ([Board Roles and Operations](#)), states that 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 Finance, Planning and Advocacy, and Personnel Committees. Each Committee shall have a minimum of three members and a maximum of five members, inclusive of the Chair, who serves as ex officio.

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. The Personnel Committee meets two to three times a year during the annual performance review process, usually from September to December, and as needed at other times. The next Chief Librarian evaluation is anticipated to be in 2024, and the work of the committee in 2023 will be to review documentation and processes. In 2022, members of the Personnel Committee were as follows: Ernie Kashima (Chair), Surena Bains, Hakam Bhaloo, Sarah Bartnik (ex officio).

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

Beth Davies  
CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY



**TO:** CHAIR AND TRUSTEES  
BURNABY PUBLIC LIBRARY BOARD

**FROM:** CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY

**DATE:** 2023 MARCH 16

**SUBJECT:** EARLY HOLIDAY CLOSURES

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**RECOMMENDATION:**

**THAT** the Library Board close library branches early at 5pm on Christmas Eve and New Year's Eve

**REPORT:**

**Background**

Any closure of library branches must be approved by the Library Board in advance, except in emergency situations. There is no official policy that codifies this practice, although Trustees confirmed the practice at the April 2022 Library Board meeting.

Burnaby City Hall has traditionally closed on Christmas Eve at Noon and on New Year's Eve at 4:45pm, and has not opened Thursday evenings in the week before Christmas and the week between Christmas and New Year. In late 2022, the Chief Administrative Officer announced a change in practice, effective 2022, where City Hall would not close early on Christmas Eve or New Year's Eve, and would open late on Thursday evenings year-round.

In the last decade or so, the Burnaby Public Library Board has mirrored the City of Burnaby practice by deciding to close library branches at 1:00pm on Christmas Eve and at 5:00pm on New Year's Eve. The BPL Board passes a motion on early closing each year.

**Discussion**

Christmas Eve and New Year's Eve are not statutory holidays. No other days in the calendar year are subject to early closing.

Burnaby is a multicultural city whose diverse residents and employees celebrate many different religious and cultural holidays. Privileging Christmas Eve is incompatible with the library's equity goals. In addition, many public spaces are closed on Christmas Eve and New Year's Eve, and the public library is one of the few non-commercial spaces available to community members.

Currently, full-time employees who work on Christmas Eve work a half day but are paid for a full day. Part-time and auxiliary employees are paid only for the hours they work, which may mean that they lose hours when the library close early. This creates an inequity between full-time staff and other staff. Employees who wish to take time off on Christmas Eve and New Year's Eve are able to take vacation, subject to operational needs. Employees who would typically be scheduled for an evening shift would be rescheduled to a daytime shift.

### **Recommendation and Next Steps**

Management are recommending that, from 2023 on, the library close at 5pm on Christmas Eve. No changes are recommended to the current practice for New Year's Eve hours – the library would continue to close at 5pm.

Anecdotally, these days are currently quiet ones for the library, and not opening in the evening is not expected to have a significant impact on public use of the library.

In 2023, December 24 and December 31 fall on a Sunday, so library branches will be closed as these days are adjacent to a public holiday. Management would like board direction now, so that staff and supervisors can prepare for the change in 2024, when Christmas Eve falls on a Tuesday.

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

Beth Davies  
CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY



**TO:** CHAIR AND TRUSTEES  
BURNABY PUBLIC LIBRARY BOARD

**FROM:** CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY

**DATE:** 2023 MARCH 16

**SUBJECT:** PROVINCIAL FUNDING

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**RECOMMENDATION:**

**THAT** the Library Board receive this report for information

**REPORT:**

Each year, the Burnaby Public Library receives grants from the Province of British Columbia, through the Public Libraries Branch of the Ministry of Municipal Affairs. In 2022, these grants amounted to \$470,000.

This amount has been frozen since 2010, and many public libraries, including the Burnaby Public Library, have been advocating for an increase in funding. Much of this advocacy work has been led by the BC Library Partners, which consists of the Association of BC Public Library Directors, the BC Library Association, the BC Library Trustees Association, and the BC Libraries Cooperative. As part of this work, the Association of BC Public Library Directors established a Strategic Initiatives Fund. In July 2022, the BPL Board approved Endowment Fund spending of \$20,000 to contribute to this fund.

The provincial budget of February 28 included \$45 million in one-time funding for the public library sector from the provincial surplus, to be spent over 3 years. Details are forthcoming. The Minister's speech included the following words:

Public libraries are a core service to communities all over the province. This funding will support public libraries and service partners to address local priorities and support accessibility, inclusion, and reconciliation. The funding will assist public libraries to address the rising costs and growing demand for services. This includes opportunities for libraries to extend and improve access to books, digital collections, programs, spaces, literacy, technology and operating hours.

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

Beth Davies  
CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY



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**TO:** CHAIR AND TRUSTEES  
BURNABY PUBLIC LIBRARY BOARD

**FROM:** CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY

**DATE:** 2023 MARCH 16

**SUBJECT:** RETIRED EMPLOYEES 2022 JULY TO DECEMBER

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**RECOMMENDATION:**

**THAT** the Library Board receive this report for information.

**REPORT**

The following staff members retired during the first half of 2022 and received a gift equalling approximately \$25 per year of service, per Board Policy E6.:

Valerie Neil

Valerie began with Burnaby Public Library in May 2007 and worked most of her time at BPL as a Librarian on the Metrotown Information Desk. After 15 years of service, Valerie retired on December 31.

May Woo

May began with Burnaby Public Library in September 1988. She worked as a Library Clerk 1, Library Clerk 2, and a Library Information Clerk – all at the Cameron Branch. After 34 years of service, May retired on August 31.

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

Beth Davies  
CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY