

BURNABY PUBLIC LIBRARY BOARD

AGENDA

Regular Meeting

DATE: 2024 September 19 (Thursday)

PLACE: Temporary Cameron Library Branch

TIME: 19:10h (7:10pm)

CHAIR: Sarah Bartnik

We would like to recognize we are on the ancestral and unceded homelands of the hən̓q̓əmi̓ñəm 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> (5 minutes incl. agenda) | |
| i) <u>Motion</u> to adopt the minutes of the regular meeting held 2024 July 18 as circulated | <u>ENCLOSED</u> |
| 3. <u>Delegation</u> – Nathaniel Christopher (10 mins) | |
| 4. <u>Reports</u> (10 minutes total) | |
| i) <u>Board Chair</u> (verbal) | |
| ii) <u>Council Liaison</u> (verbal) | |
| iii) <u>InterLINK Representative</u> (verbal) | |
| 5. <u>Items for Decision:</u> | |
| i) <u>Intellectual Freedom Policy Review</u> (30 mins) | <u>1 - 7</u> |
| ii) <u>Board Meeting Dates</u> (10 mins) | <u>8 - 10</u> |
| 6. <u>Other Business</u> | |
| 7. <u>Next Library Board Meeting</u> – 2024 October 17 at 7:00pm online | |
| 8. <u>Adjournment</u> | |

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



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CRISTINA FREIRE, LIBRARIAN 2, COLLECTIONS
BURNABY PUBLIC LIBRARY

DATE: 2024 SEPTEMBER 19

SUBJECT: INTELLECUAL FREEDOM POLICY REVIEW

RECOMMENDATION:

THAT the Library Board provide direction on next steps for the Intellectual Freedom Policy review project.

REPORT

In March 2024, trustees approved the project to review the Intellectual Freedom Policy. In June 2024, trustees received a report summarizing the project's research phase. During that meeting, trustees also expressed interest in ongoing discussions about the Intellectual Freedom Policy Review project.

The project is currently in the staff consultation phase. This phase will continue until the end of September and includes multiple staff meetings and an anonymous written survey.

At the September Board meeting, Cristina Freire, project lead, will provide an update on the project, and early findings from staff consultations. She will also lead trustees in a discussion on project next steps.

Any changes made to the Intellectual Freedom Policy could affect the Collections Policy and the Use of Library Space Policy. All three policies are included in the board package for the information of trustees.

Cristina Freire
LIBRARIAN 2, COLLECTIONS
BURNABY PUBLIC LIBRARY



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,



Burnaby Public Library Board Policy

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



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. 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

Objective

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

Policy Statement and Details

The BC Library Act authorizes the Library Board to make rules for regulating the use of its facilities and services by the public. The Library Act also 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.

Restricting Access to Library Services

Staff only restrict access to library services or premises when an individual's behaviour is demonstrably disruptive. Where feasible, individuals 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.

Use of Library Space by Outside Agencies

Library space is primarily intended for library purposes, including programs conducted, initiated or co-sponsored by the library. The library may permit 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 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 without prior approval of the Library Board.

Books by authors speaking at library events may be sold.

The Library expects that groups using 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 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 may be provided as a community service.

Material 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 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.

Election Campaigning

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](#).

Filming, photography and audio recording on library premises

Filming, photographing and audio recording of library staff and users on library property is not permitted without prior written approval of the library. Filming, photography and audio recording by an individual is allowed in library spaces provided it does not include unrelated staff or patrons, that it respects the privacy of library staff and users, and does not disrupt library services.

Last Reviewed: 2024-06-20

Signed: _____

Sarah Bartnik, Library Board Co-Chair



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: 2024 SEPTEMBER 19

SUBJECT: BOARD MEETING DATES

RECOMMENDATION:

THAT the Library Board approve the schedule of eight meetings a year as outlined in this report.

REPORT

Background

Section 8(1) of the Library Act states that “The library board must meet at regular intervals at least 6 times a year.”

Until 2024, the Burnaby Public Library Board met 11 times a year, once a month except for August. In June 2023, the Board received a report that recommended to reducing the number of meetings a year, citing time demands for library trustees, and the need to make sure that meetings have sufficient meaningful content for board engagement and decision-making. The report also noted that other local public libraries have reduced the number of board meetings. At the June meeting, trustees approved the move to eight meetings a year for 2024. Trustees expressed some concern that reducing the number of board meetings could lead to longer meetings, or delays in making important decisions. Trustees directed the Chief Librarian to bring a report to the September 2024 Board meeting evaluating the change.

Meeting Frequency

In 2024, Board meetings were scheduled for January, March, April, June, July, September, October and December. The table below compares data for trustee attendance, adjournment time, and the number of decisions made per meeting.

	Trustee attendance		Adjournment time		# Decisions	
	2023	2024	2023	2024	2023	2024
January	9	7	21:08	20:45	2	2
February	5	n/a	19:45	n/a	5	n/a
March	7	6	19:55	20:45	3	5
April	6	7	19:41	20:21	1	2
May	7	n/a	20:17	n/a	0	n/a
June	8	5	20:00	20:34	1	3
July	6	6	20:45	20:36	1	1
August	n/a	n/a	n/a	n/a	n/a	n/a
September	7		20:50		8	
October	n/a*		n/a		n/a	
November	8		19:56		2	
December	8		20:10		2	-
Average (mean)	7.1	6.2	20:14	20:36	2.5	2.6

* cancelled due to light agenda and board strategic planning commitments

In general, Board meetings in 2024 lasted 22 minutes longer than board meetings in 2023, with an average adjournment time of 20:36.

Trustee attendance declined in 2024 compared to 2023, with board meetings attended by an average of 6.2 trustees. There were no meetings in either 2023 or 2024 without quorum.

There were the same number of decisions per meeting made in 2024 compared to 2023.

Staff have identified the following implications of the change in schedule:

- Fewer meetings means that board approval of a patron ban can be delayed. However, staff enact bans when an incident occurs and seek board approval after the ban is issued.
- Reduced workload for staff due to fewer meetings, fewer board agendas to prepare and distribute, and fewer meeting minutes to draft and review.
- No direct cost implication, since the number of in-person board meetings stayed the same.
- The lack of a February meeting in 2024 resulted in moving committee appointments and Public Library Services Grant approval to January to meet provincial deadlines. Staff are also interested in delaying reporting of annual statistics from January to February to allow for more thorough analysis of trends and implications.

Meeting Location

Before 2020, all BPL meetings were held in person. During the COVID pandemic, meetings moved online, and continued this way throughout 2020 and 2021, and for most of 2022. The September 2022 Board meeting was held in-person at Tommy Douglas. In November 2022, the Board approved a meeting schedule for 2023 that included four in-person meetings, and seven online meetings. In September 2023, the Board approved a meeting schedule that included four in-person meetings, and four online meetings.

In August 2024, the Chief Librarian reached out to neighbouring libraries to ask about board meeting frequency and location. Libraries surveyed were: Coquitlam, New Westminster, North Vancouver City, North Vancouver District, Port Moody, Richmond, Surrey, Vancouver and West Vancouver. All libraries hold their board meetings in person. All libraries hold their regular board meetings in person. Some enable hybrid meetings, and usually have zero to two online attendees. Two libraries hold extra or special board meetings online.

In person board meetings include food for trustees before the meeting, with a cost range of \$450 to \$650. Moving to eight in-person meetings a year would therefore incur an approximate additional cost of \$2200.

Recommendation

Following discussion with the Library Board co-chairs, staff are recommending that the Board moves all meetings to in person.

Following discussion with the Library Board co-chairs, staff are recommending the following Board meeting schedule for 2025 and subsequent years.

January

February

April

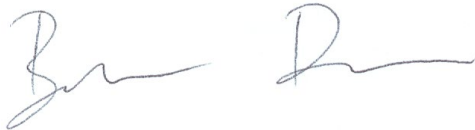
May

July

September

October

December



Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY