

## BPL Board Agenda

### Regular Meeting

**Date** Thursday, May 15, 2025  
**Time** 6:00pm  
**Location** Program Room  
McGill Library  
4595 Albert Street Burnaby, BC V5C 2G5

**Chair** Anna Lu

*We respectfully acknowledge that Burnaby Public Library is located on the unceded territories of the [xʷməθkʷəy̓əm \(Musqueam\)](#), [Skwxwú7mesh \(Squamish\)](#), [səlilwətaʔ \(Tsleil-Waututh\)](#), and [kʷikwəyəm \(Kwikwetlem\)](#) Peoples. Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city.*

*We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years.*

AGENDA	TIME	PAGE NO.
1. Agenda		
1.1 <b>Motion</b> to receive Agenda.		
2. Minutes		
2.1 <b>Motion</b> to adopt the minutes of the regular meeting held <b>April 17, 2025</b> as circulated.		
3. Picard Trust Recipients	10 min	3 - 4
4. Tour of McGill Branch Renovations	20 min	
5. Reports	10 min	
5.1 Board Chair (verbal)		
5.2 Council Liaison (verbal)		
5.3 InterLINK Representative (verbal)		
6. Items for Information		
6.1 Board Technology	10 min	5 - 6
7. Other Business		

**AGENDA****TIME****PAGE NO.**

8. Next Library Board Meeting  
July 17, 2025 at 6:00pm at Metrotown.
9. Adjournment
  - 9.1 **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 a patron complaint, financial matters, and bargaining updates.

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

**FROM** CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY

**DATE:** MAY 15, 2025

**SUBJECT:** PICARD TRUST AWARD RECIPIENTS

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**RECOMMENDATION:**

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

**REPORT**

The Library Board administers the Picard Trust, which provides two awards of \$2,500 each to students currently attending library school. The award is open to residents of Burnaby or BPL staff who identify as Indigenous, Black or a person of colour.

On March 18, trustees Raj Hundal, Anna Lu and Mandy Yang, members of the Picard Trust Committee, reviewed applications for the 2025 award, and selected two award recipients.

At its *in camera* meeting on April 17, the BPL Board approved a recommendation from the Picard Trust Committee that Bryn Shaffer and JJ Watson-Mackay each receive a \$2,500 Picard Trust award for 2025.

**JJ Watson-Mackay** is a student in the MLIS program at UBC. They live in Burnaby. From JJ:

It was only a few years ago that I started considering a career in libraries, and it's in large part thanks to a past recipient of this award and a librarian at Burnaby Public Library (BPL).

One day while visiting BPL, I asked for some help finding some picture books to read with my son, based on his love of Goodnight, Goodnight, Construction Site. The librarian helped me find several wonderful books by the same author, and soon after another question crossed my mind. How does one become a Librarian? She indulged my curiosity, taking the time to tell me about the Master of Library

and Information Studies programs in Canada and her grad student experience in Library School at UBC, all of which left me inspired to explore this path as well.

That librarian is one of many generous people who have since encouraged me, going out of their way to help me see a place for myself in this field. To the others who guided me and to the person who first told me about the Picard Trust Award. To Vancouver Black Library (VBL), UBC iSchool and the iSchool Students of the Global Majority (iSGM) - your kindness, knowledge sharing and earnest ambitions are so wonderfully sustaining.

It is an honour to receive this award. Today, I'm one year into the MLIS program and my path keeps getting better. I'm working as a Student Librarian at UBC Library, volunteering as a Librarianette at VBL, and collaborating on community care projects with iSGM. Thank you for making the journey that much lighter!

**Bryn Shaffer** is currently a student in the MLIS program at UBC who will transition to a PhD in library studies in 2025. They live in Burnaby. From Bryn:

I'm honored to be a recipient of the Picard Trust Award and am deeply grateful to the Burnaby Public Library for this support. As a BIPOC MLIS student continuing my studies with a PhD in Library, Archival and Information Studies at the University of British Columbia, I spend much of my time at the Burnaby Public Library studying. The library has been where much of my research has taken shape, and where I have been able to take part in community even while being a grad student. My research is grounded in intersectional approaches, exploring how labor and technology intersect alongside systems of oppression such as capitalism and colonialism to shape contemporary understandings of self. To be supported to continue this research from a space that has actively nurtured my academic journey is incredibly meaningful, and I am thankful to the BPL for its initiatives that support equity, diversity, inclusion and students like me to continue our studies.

Both JJ and Bryn are planning to attend the May Library Board meeting to meet with trustees.

Beth Davies  
CHIEF LIBRARIAN  
BURNABY PUBLIC LIBRARY

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

**FROM:** DIRECTOR, COLLECTION & TECHNOLOGY  
BURNABY PUBLIC LIBRARY

**DATE:** MAY 15, 2025

**SUBJECT:** BOARD TECHNOLOGY

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**RECOMMENDATION:**

**THAT** the board receive this report for information.

**REPORT**

**Background**

In 2023, library staff reviewed our privacy practices and identified areas for improvement. One recommendation was that we develop more secure practices for board correspondence and document sharing. This includes providing trustees with BPL email addresses and City of Burnaby approved software and devices. This is in alignment with practices for Burnaby City Council and library staff.

**Technology for Library Trustees**

Library staff are working with City IT to acquire iPads and Microsoft 365 licenses for trustees, other than the council liaison. That board position already has hardware and software approved by the City. Other trustees will be assigned:

- A standard Wi-Fi enabled, 64GB, 10<sup>th</sup> generation iPad. Each iPad will come with a keyboard integrated into the iPad case, and an Apple pencil.
- A Microsoft 365 license, including access to Microsoft Office programs. Board agendas, reports and minutes will be distributed in a secure Microsoft Sharepoint environment going forward.
- A bpl.bc.ca email address.

In-person training will be provided as part of the onboarding process. Ongoing technical assistance will also be available to trustees remotely and in person.

## **Next Steps**

Julia Lau will be contacting trustees to set up appointments for hardware deployment and training. The current schedule is as follows:

- July 10-17, 2025: 45-minute one-on-one sessions with City IT. At the session, trustees will receive their new iPad and practice logging in and accessing Microsoft 365, including Sharepoint and Outlook.
- July 17, 2025: A 30-minute group training session at the start of the July 17 board meeting. Technical support will be available for the duration of that meeting.
- September 8-11, 2025: An optional second one-on-one training session with library staff for trustees who need it ahead of the September 18 board meeting.

Trish Mau  
DIRECTOR, COLLECTIONS & TECHNOLOGY  
BURNABY PUBLIC LIBRARY