



BPL Board Agenda

Regular Meeting

Date Thursday, September 17, 2026
Time 6:00pm
Location Room 113
 Temporary Cameron Branch
 110-9855 Austin Avenue, Burnaby BC V3J 1N4

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 [kwikwəḷəm \(Kwikwetlem\)](#) Peoples. Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city of Burnaby.

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 Motion to receive Agenda.		
2. Minutes		
2.1 Motion to adopt the minutes of the regular meeting held July 16, 2026 as circulated.		
3. Presentation		
3.1 New Cameron	15 min	
4. Reports	10 min	
4.1 Board Chair (verbal)		
4.2 Council Liaison (verbal)		
4.3 InterLINK Representative (verbal)		
5. Items for Decision		
5.1 Proposed Policy Changes (A3, A4, A5, C4)	15 min	1-13
6. Correspondence		
6.1 Re: InterLINK Compensation		
Motion to receive correspondence.	5 min	14

AGENDA	TIME	PAGE NO.
6.2 Re: Provincial Grant Supplemental Award Motion to receive correspondence.	5 min	15-16
7. Other Business		
8. Next Library Board Meeting October 15, 2026 at 6:00pm at the Bob Prittie Metrotown Branch.		
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 patron bans.		



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: SEPTEMBER 17, 2026

SUBJECT: PROPOSED POLICY CHANGES

RECOMMENDATION:

THAT The Library Board approve the proposed changes to the following policies: Board Roles and Operations (A3), Trustee Code of Conduct (A4), Media and Public Relations (A5) and Use of Library Space (C4).

REPORT

Policies are developed and approved by the Board. Per the Policy Authority and Maintenance policy (A1), policies are reviewed at least once every five years.

A project will be completed by February 2027 to ensure compliance with the timelines in the policy.

The revised policies, using track changes, are appended to this report.

Jackie Flowers
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



Public Attendance at Board Meetings

Regular meetings of the Library Board shall be open to the public.

Attendees must follow the Library's Code of Conduct, which states that users must be respectful, safe and responsible, and that racism, transphobia, homophobia, and any other form of discrimination, harassment and verbal abuse will not be tolerated.

Members of the public and library staff who attend Library Board meetings can only speak if invited to do so by the meeting chair.

No placards, signs or flags can be brought into Library Board meetings.

~~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 fourteen (14) 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 not less than ~~fourteen (14)~~ eight (8) business days prior to the regular monthly meeting of the Library Board. The application must include the name of the delegation, the organization they represent (if applicable), the topic to be discussed, ~~and~~ the purpose of the delegation, and any written submissions and presentation materials.

Reports, petitions, submissions and delegations must fall within the Library Board's jurisdiction and mandate. The Board Chair will determine whether it is appropriate for the Library Board to receive a report, petition or submission, or to hear a delegation.

Upon approval, the delegation presentation shall be limited to ~~ten-five (105)~~ minutes, with additional time for questions of the delegation from trustees at the discretion of the Chair. ~~Any written or presentation materials must be submitted to the Chief Librarian's office seven (7) days prior to the meeting at which the delegation will appear.~~

No person or group shall address the Board on the same subject within six (6) months without new, significant information being presented.

Unless the Board unanimously resolves to immediately address the issue brought forward by the delegation, no decision on the requested action, if presented, will be made during the meeting at which a delegation is made. Following the delegation, the Board may refer the issue to the next, or another meeting, of the Board or to the Chief Librarian for a report.

In Camera Meetings

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



Burnaby Public Library Board Policy

- 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~~ two standing committees of the Board:

- The Finance Committee reviews financial reports pertaining to operating, capital and endowment funds ~~s 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~~ first meeting in a calendar year of the Library Board but not later than its March meeting, the Board shall appoint from among its members a ~~e~~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 (i.e. strategic planning, advocacy, etc.). 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.



Burnaby Public Library Board Policy

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 the Chief Librarian's salary or performance review. The Chief Librarian is a non-voting member of Board committees.

Last Reviewed: ~~2025-04-18~~ 2026-07-16

Signed: _____

Anna Lu, Library Board Chair



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 by City Council for a term of two years. A member is eligible for reappointment, but no member may serve for more than 8 consecutive years, and are eligible for reappointment to a maximum of four complete terms.

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 City Council.

Library Board Roles

~~Following~~During the ~~first inaugural~~ meeting of the Library Board each year, 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.

During the first meeting of the Library Board each year~~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.

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. 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.



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.~~

Trustees must not participate in or seek to influence decisions relating to library business involving organizations, businesses, or individuals from which they have received a direct or indirect benefit.

In accordance with the Library Act, trustees serve without remuneration but may be reimbursed for travel and other expenses that are ~~necessarily~~ incurred ~~in connection with~~ as a result of their duties as a Trustee 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~~



Burnaby Public Library Board Policy

~~deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality.~~

The Board recognizes that hospitality may be offered as a customary part of professional and business relationships. However, trustees must not accept hospitality or other benefits that could influence, or reasonably be perceived to influence, their judgment, objectivity, or decision-making.

Authority of the Board

Trustees will support and uphold the Board's final decisions on all matters, regardless of their personal views or positions on the issue.

Confidentiality

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

~~Upon termination of office, individual t~~Trustees must return items of a confidential nature confidential material and delete electronic copies of such items when they conclude their term, or resign, as a trustee.

Violations of the Trustee Code of Conduct

If a complaint is made alleging that a Trustee has violated the Code of Conduct or other Board policies, or if a dispute between Trustees impairs the Board's ability to conduct its business effectively, the Board will promptly address the matter through the process outlined below.

Complaints must be submitted in writing to the Board Chair or Vice-Chair. If the conduct of either of these officers is the subject of the complaint, another Trustee shall be designated to facilitate the process, or an independent mediator may be appointed by Legislative Services staff at the City of Burnaby.

Any notes, records, or other written documentation related to a complaint shall be treated as confidential and handled, stored, and retained in the same manner as the minutes of in camera Board meetings.



Complaint Resolution Process

Recognizing that alleged policy violations may range from minor to serious in nature, the Trustee appointed to facilitate the process (the Chair, Vice-Chair, or another designated Trustee) shall determine the most appropriate approach from the options outlined below. If the initial approach does not resolve the matter, or if additional information emerges regarding the nature or severity of the alleged violation, an alternative approach may be undertaken.

Informal Resolution

For minor violations, the matter may be addressed through a confidential discussion involving the parties concerned and the Trustee facilitating the process. The purpose of the discussion is to promote understanding of the issue, identify any underlying concerns, and seek a mutually acceptable resolution.

Ad Hoc Committee

For matters involving more serious or complex allegations, an ad hoc committee shall be established to oversee the complaint process. The committee shall consist of two Trustees. Administrative and procedural support to the committee shall be provided by the Chief Librarian.

Ad Hoc Committee Process

The ad hoc committee shall take reasonable steps to facilitate the resolution of the complaint. The process may include, but is not limited to, the following:

- **Complainant's Statement:** The complainant(s) shall be given an opportunity to present their account of the matter to the ad hoc committee in an appropriate format.
- **Respondent's Statement:** The respondent(s) shall be given an opportunity to respond and present their account of the matter to the ad hoc committee in a similar format.
- **Exploration of Resolution Options:** The ad hoc committee shall consider the information provided by all parties and explore potential solutions or resolutions.
- **Resolution Agreement:** Where a resolution is achieved, the agreement shall clearly identify the actions to be taken, the individuals responsible for those actions, and any applicable timelines for implementation.
- Any recommendation or resolution proposed by the ad hoc committee shall be presented to the Board for consideration and approval.
- The Board's decision shall be final.



Referral to an Independent Mediator

- Complaints that are serious, complex, or unlikely to be resolved through the processes outlined above may be referred to an independent mediator appointed by Legislative Services staff at the City of Burnaby.
- Where applicable and required by law, complaints shall follow existing processes relating to workplace harassment, discrimination, human rights, etc.

Referral to Investigative Authorities

- Allegations involving potentially illegal conduct shall be reported promptly to the appropriate authorities for investigation.
- Pending the outcome of the investigation, the Board may request that the Trustee who is the subject of the allegations take a leave of absence from the Board.

Confidentiality and Procedural Fairness

- All discussions, meetings, and proceedings conducted under this policy shall be carried out in a manner that is confidential, impartial, respectful, and without prejudice.
- All parties shall be treated fairly and provided with an opportunity to be heard as part of the resolution process.

Last Reviewed: 2026-09-17 ~~2019-12-12~~



A5. Media and Public Relations

Objective

The purpose of this policy is to establish guidelines for public communications and external 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 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. In settings and contexts such as public presentations, speaking to residents, presentations to private groups, making statements to the media, and making statements on social media platforms, Board members expressing personal opinions must identify such remarks as personal and not those of the Board as a whole. Board members should take additional care to ensure that their position on the Board is not conflated with the personal opinion being expressed.

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: 2026-09-17 ~~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, damages library property or otherwise contravenes the Code of Conduct.

Use of Library Services and Spaces

Users of library spaces, including community rooms, must follow the Library's Code of Conduct, which states that users must be respectful, safe and responsible, and that racism, transphobia, homophobia, and any other form of discrimination, harassment and verbal abuse will not be tolerated.

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.

Individuals excluded from accessing library services and facilities are issued noticed by staff. Information on individuals ~~banned~~ excluded for more than ~~one month~~ three months will be provided to the Library Board on a quarterly basis. ~~A ban of more than three months must be approved by the Library Board. Suspended-Excluded~~ individuals may appeal their ban to the Library Board in writing, ~~and will be informed of the right to appeal in writing.~~

Users that have concerns about library spaces and services should first talk to staff. If users want to take their concerns further, they can contact the relevant Manager or Director. After discussing their concerns with a Manager or Director, users who want to take their concerns further can contact the Chief Librarian. Operational concerns will not generally be brought to the Board, although the Chief Librarian will inform the Board Chair of significant concerns and staff responses.

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 that align with our values and goals. 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.



Burnaby Public Library Board Policy

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: ~~2025-04-18~~2026-09-17

Signed: _____

Anna Lu, Library Board Chair



Unit # 158 – 5489 Byrne Rd
Burnaby, B.C. V5J 3J1

604-437-8441
info@interlinklibraries.ca
interlinklibraries.ca

Joining Libraries Together

Bowen Island Public Library
Burnaby Public Library
Coquitlam Public Library
Fraser Valley Regional Library
Gibsons & District Public Library
Lillooet Area Library Association
New Westminster Public Library
North Vancouver City Library
North Vancouver District Public Library

Pemberton & District Public Library
Port Moody Public Library
Richmond Public Library
Sechelt Public Library
Squamish Public Library
Surrey Libraries
Vancouver Public Library
West Vancouver Memorial Library
Whistler Public Library

July 30, 2026

Anna Lu, Chair
Burnaby Public Library
6100 Willingdon Avenue
Burnaby, BC V5H 4N5

Dear Anna Lu,

I am pleased to enclose a cheque in the amount of \$134,532.00 as compensation for your library's net provision of library services to members of other InterLINK libraries in 2025.

On behalf of the Board of Public Library InterLINK, I would like to thank the Burnaby Public Library Board for their continuing support of InterLINK activities and library resource sharing. Your participation as a net provider of services is vital to the success of InterLINK and benefits member libraries across our region.

As InterLINK member libraries, we look forward to working together collaboratively on existing and new services to support our communities and address shared challenges.

Again thank you for your contribution to resource sharing and for your ongoing support of InterLINK.

Sincerely yours,

Duncan Brown
Board Chair, Public Library InterLINK

Enclosure (1)
c. Jackie Flowers, Chief Librarian, Burnaby Public Library



September 1, 2026

Anna Lu
Board Chair
Burnaby Public Library
6100 Willingdon Ave
Burnaby, V5H 4N5
C/O: jackie.flowers@bpl.bc.ca

Dear Board Chair Anna Lu,

Re: Supplemental Grant Award Letter July 2026

The Ministry of Housing and Municipal Affairs is writing to inform you that the library will receive a one-time supplemental per capita grant for 2026 calculated using the 2021 Census/Library Service Areas populations and the grant rate of \$0.14. When combined with the per capita grant provided in June 2026, the total amount of these grants will provide the equivalent of \$1.78 per capita.

The ministry will deposit the total amount of **\$39,860** into your designated financial institution's account. An email will confirm once the transfer is complete.

These funds are expected to be used in conjunction with funds already received. Public library grants are intended to support the overall extension and improvement of quality public library service in BC, enabling services beyond walls, offering resources that are accessible, in both physical and digital formats, and fostering literacy, arts and culture, reconciliation, and recreation.

The *Public Libraries Provincial Grants Allocations* document is available [online](#) and lists the funds allocated to each library for 2026 as well as the description of each grant. Please save a copy for your financial statements.

Conditions and Reporting

Public libraries must comply with the *Library Act*, other applicable legislation, and meet provincial grant reporting and accountability requirements. The library board is responsible for ensuring all conditions outlined in this letter are met annually.

Also, in accordance with conditions placed on all government grants, the ministry will reclaim any portion of the grant should the library not use the funds received for the purposes outlined in this letter. The library is required to engage the ministry on any change to the expected use of the funds as discussed.

No additional reporting is required for this grant. Library boards are expected to submit the following annual reports:

- 2026 Provincial Public Library Grants Report (PLGR) – **due March 1, 2027**
- 2026 Statement of Financial Information (SOFI) – **due May 14, 2027**
- 2026 Annual Survey of BC's Public Libraries – **due May 14, 2027**

Additional instructions, templates, and updates will be available from the [Public Libraries Reporting and Accountability](#) webpage. Instructions will include specific details on submissions and reporting details.

If you have any questions about this letter or grant use, please do not hesitate to call 250-886-2584 or email at mari.martin@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mari Martin', with a long horizontal flourish extending to the right.

Mari Martin
Director, Public Libraries Branch

CC: Jackie Flowers, Library Director Burnaby Public Library