

**Surrey Public Library Board Regular Meeting
April 11, 2019 at 7:00 p.m.
City Centre Library, Room 120
10350 University Drive,
Surrey, BC**



Present: Trustees Chang, Cumming, Hearty, Herrmann, Hong, Kendler, Kimbley, Reid Sidhu (Chair), Uzama
Regrets: Trustees Down, Sahota, Zafar, Councillor Hundial
Staff: Surinder Bhogal, Chief Librarian
Michael Ho, Director, Administrative Services
Seline Kutan, Director, Marketing and Communications
Melanie Reynolds, Administrative Services Coordinator
Observing: Sandra Cole, CUPE 402-02
Guests: Ilona Stachura, Manager, READ-ability
Catherine Bellamy, Youth Services Librarian
Kristine Simpson - BDO Auditor

M I N U T E S

1. CALL TO ORDER

That the April 11, 2019 Regular Meeting of the Surrey Public Library Board was called to order at 7:02 p.m.

2. ADOPTION OF THE AGENDA

That the Library Board adopts the amended agenda for its regular meeting scheduled for April 11, 2019 with changes to the sequence of 4) Unfinished Business and 5) New Business.

Moved: Trustee Chang
Seconded: Trustee Hearty

CARRIED

3. CONSENT AGENDA

Documents & Reports:

- a) Approval of the minutes of February 28, 2019 Regular Meeting of the Surrey Public Library Board.
- b) Financial Statement for the period ending February 28, 2019.

Correspondence: Provincial Libraries Grant Award Letter March 2019

That the documents, reports and items be received for information.

Moved: Trustee Kendler
Seconded: Trustee Hearty

CARRIED

4. UNFINISHED BUSINESS

a) Standing Committee Terms of Reference

The Chief Librarian liaised with various Trustees to draft the revised Standing Committee Terms of Reference.

That the revised standing committee terms of reference be accepted and implemented.

Moved: Trustee Herrmann
Seconded: Trustee Hong

CARRIED

b) Continuation of the Fund Development Committee

The Fund Development Committee has not been active since 2017 when it reviewed and revised the board policies relating to fundraising. Surrey Libraries Fund Development staff are shifting their focus on fundraising efforts aimed at individual donors. This type of fund development activity does not necessitate a committee. Instead, all Trustees are encouraged to identify potential donors and connect them with Surrey Libraries Fund Development staff. When there is a need for board support, an ad-hoc fundraising committee can be struck in the future where all Trustees would be welcome to participate.

Motion to dissolve the Fund Development Committee.

Moved: Trustee Cumming
Seconded: Trustee Hong

CARRIED

With Trustee Uzama opposed.

5. NEW BUSINESS

a) 2018 Audited Financial Statements and Audit Findings

The auditor presented their audit findings report, concluding that the Library's financial statements were presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

Motion to approve 2018 Audited Financial Statements and Audit Findings as presented.

Moved: Trustee Chang
Seconded: Trustee Herrmann

CARRIED

b) 2018 Statement of Financial Information

The Director of Administrative Services presented the financial statements and provided comments on the Library's financial performance.

Motion to approve 2018 Statement of Financial Information

Moved: Trustee Kimbley
Seconded: Trustee Chang

CARRIED

c) Staff presentation on Strategic Initiative #7: Focus efforts on reconciliation with indigenous communities

Ilona Stachura and Catherine Bellamy presented on Surrey Library efforts on reconciliation with indigenous communities. Trustees expressed gratitude and appreciation for the hard work of the staff.

d) Policy Review: 1.4 Acceptable Conduct; 1.5 Human Resources; 1.6 Finance; 1.7 Volunteers and 1.8 Electronic Communications

Chief Librarian explained various changes on this next phase of the Policy Review. Board committee members, and union were consulted to draft the recommended changes.

Motion to approve Policies 1.4-1.8

Moved: Trustee Hearty
Seconded: Trustee Cumming

CARRIED

- e) Debrief from March 9, 2019 Board Development Session with Michael Shoop – verbal from participating trustees

Session with Michael Shoop proved to be invaluable and informative. Chief Librarian to distribute slides to Trustees who were absent.

6. INFORMATION ITEMS

- a) Fund Development Annual Report – Director Marketing & Communications
 - New metrics are being introduced to track progress of fundraising initiatives.
 - Trustees had various suggestions on increasing awareness
- b) Surrey Libraries Strategic Plan with Summary of Key 2018 Accomplishments Presentation to Council
- c) City of Surrey Corporate Report: Surrey Libraries Strategic Plan
- d) City of Surrey Corporate Report: Surrey Poet Laureate Funding
- e) Public Libraries Provincial Grant Allocations: 2019 Grants
- f) InterLINK update – Trustee Down - Deferred
- g) BCLTA update – Trustee Uzama
- h) Cloverdale Library Renovations update – Director Administrative Services
 - The Cloverdale Recreation Centre will be closed for 3 weeks in June, pushing back the Cloverdale Library renovations back to July 2019. Aiming for a July 7 closure, with pop-up services being offered at the Recreation Centre until the Library reopens in early 2020.

Upcoming Events:

- a) City of Surrey – Party for the Planet | Saturday, April 13 | 10 am – 6 pm | Civic Plaza
The City's celebration for Earth Day
- b) Power of Attorney | Tuesday, April 16 | 6:30 – 8 pm | Guildford
Learn how to get a Power of Attorney. In partnership with People's Law School.
- c) Off the Shelf Book Chat | Wednesday, April 17 | 7:00 – 8:00 pm | Cloverdale
Chat with others about your recent reads and be inspired by what others are reading.
- d) Indigenous Authors & Storytellers for Children | Sunday, April 28 | 2:00 – 3:30 pm | City Centre
Michael Kusugak is an Indigenous Author who will be doing a reading for all ages.
- e) Mayor's State of City Address | Tuesday May 7 | 7:30 am | Civic Hotel
- f) DiscARTed Crafts: Socks | Thursday May 9 | 6:00 – 8:00 pm | Newton
For ages 14+, turn discarded socks into beautiful works of art. Part of the City of Surrey's annual Environmental Extravaganza
- g) British Columbia Library Trustee Association Summit | Saturday, May 11 | 9:30-4pm | Sheraton Guildford
Annual summit of public library trustees across the province.

7. AROUND THE TABLE

- Trustee Kendler attended the Board Development session and supported the Board Chair and Chief Librarian in the presentation to Mayor in Council.
- Trustee Herrmann noted that the dinosaur exhibit at the Museum of Surrey will be changing to a Lego exhibit in April.
- Trustee Uzama mentioned that the Libraries may be moving under a smaller portfolio within the Ministry of Education department.
- Trustee Chang attended the Board Development session and supported the Board Chair and Chief Librarian in the presentation to Mayor in Council.
- Trustee Reid Sidhu mentioned the Food Bank Annual breakfast on May 10 from 7-8 am.

8. NEXT LIBRARY BOARD MEETING

May 23, 2019 at 7:00 p.m. Strawberry Hill Library.

9. MOTION TO MOVE IN CAMERA

The Board proposes a motion to move in camera, pursuant to Section 90 of the Community Charter to provide a labour relations update and to approve minutes of the February 28, 2019 in camera meeting of the Surrey Public Library Board.

CARRIED

10. ADJOURNMENT

Moved: Trustee Chang

Seconded: Trustee Hearty

That the Surrey Public Library Board Meeting of April 11, 2019 be adjourned at 8:50 p.m.