

Surrey Public Library Board Regular Meeting
January 28, 2021 at 7:00 p.m.
Microsoft Teams Teleconference



Present: Trustees Cumming, Dhesa, Hearty, Herrmann, Hong, Kendler, Powell, Mann, Sahota, Saran, Zhen, Councillor Hundial
Regrets: Trustee Singh
Staff: Surinder Bhogal, Chief Librarian
Michael Ho, Director, Administrative Services
Seline Kutan, Director, Communications and Advancement
Melanie Reynolds, Administrative Coordinator
Observing: Sandra Cole, CUPE 402-02
Guests: Tanya Thiessen, Branch Manager, Clayton
Edward Westerhuis, City of Surrey Community Art Coordinator (Youth)

M I N U T E S

1. CALL TO ORDER

The January 28, 2021 Regular Meeting of the Surrey Public Library Board was called to order at 7:00 p.m. The Chief Librarian began the meeting with a land acknowledgment:

Surrey Libraries recognizes that our work takes place on the ancestral, traditional, and unceded territories of the SEMYOME (Semiahmoo), q̓ícəy̓ (Katzie), kʷikʷəłəm (Kwikwetlem), q̓ʷɑ:ńłəń (Kwantlen), q̓iqéyt (Qayqayt), xʷməθkʷəy̓əm (Musqueam) First Nations and on the ancestral and traditional territory of the s̓cəwaθən məsteyəxʷ (Tsawwassen) First Nation.

2. BEST PRACTICE FOR VIRTUAL MEETINGS

3. ELECTION FOR CHAIR AND VICE-CHAIR (ADAPTED PROCESS FOR VIRTUAL MEETINGS)

Trustee Sahota was re-elected as Board Chair by acclamation.

7:05 pm Trustee Sahota took the Chair.

The Chair shared that Trustee Cumming was the successful candidate from two nominations for the Vice-Chair election, which was conducted via Survey Monkey in advance of the meeting.

4. ADOPTION OF THE AGENDA

“That the Board adopts the agenda for its regular meeting scheduled for January 28, 2021.

Trustee Kendler moved and Councillor Hundial seconded – **CARRIED**

5. TRUSTEE INTRODUCTIONS

Trustees did roundtable introductions.

6. ADOPTION OF THE CONSENT AGENDA

Documents & Reports:

- a) Minutes of November 26, 2020 Regular Meeting of the Surrey Public Library Board.
- b) Financial Statement for the period ending November 30, 2020.
- c) InterLINK Board Meeting Summary, November 24, 2020.

Correspondence:

- a) Letters to newly elected and re-elected MLAs

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

Trustee Hermann moved and Trustee Dhesa seconded – **CARRIED**

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

- a) Clayton Community Centre and Library

Tanya Thiessen, Manager Clayton Branch and Edward Westerhuis, City of Surrey Community Art Coordinator, presented on the new Clayton Community Centre and Library. Soft opening scheduled for February 9, 2021, contingent on provincial health orders. Trustees expressed their excitement and gratitude for all the hard work.

- b) Working Group to review Board Governance

Trustees Dhesa, Herrmann, Saran, Zhen, and Councillor Hundial volunteered to sit on a new working group committee.

MOTION: "That a working group be created to convene from now until the end of 2021 to review the Board's governance framework. The working group will develop its scope of work, meeting frequency, and timeline to provide recommendations to the Board."

Trustee Cumming moved and Trustee Powell seconded – **CARRIED**

- c) 2021 Board Development Ideas

Chief Librarian requested feedback on opportunities and priorities Board Members would like to see for development, exploring and focusing on virtual opportunities.

- d) 2021 Draft Board Objectives

The Board reviewed the draft Board Objectives 2021. The Chair requested any further feedback to be sent to the Chief Librarian, for Board objectives to be finalized and adopted at the February meeting.

- e) 2021 Board Meetings Calendar

9. INFORMATION ITEMS

- a) Service Levels Strategy
Chief Librarian advised that based on new information on the pandemic, such as the vaccine roll-out schedule, and emergence of new COVID-10 variants, the Library is now targeting May for expanding service hours. Service hours will be determined by analyzing activity levels and public demand. Provincial health orders will be factored to ensure staff and public safety.
- b) Library Budget
Director, Administrative Services advised that Council approved the Library's 2021 budget as part of the overall city budget approval in December. Library's operating budget increased by 3.7% from 2020, including full year operations for Clayton, new IT support position and inflationary cost increases.
- c) InterLINK 2021 Provisional Budget and other updates – Deferred
- d) BCLTA Updates
Trustee Hearty provided an update and encouraged trustees to sign up for BCLTA development opportunities.
- e) Lobbyist Transparency Act
Director Communications and Advancement provided a report on the impact to the Board on the provincial Lobbyist Transparency Act. Changes will be reflected in the Board's Advocacy Plan.
- f) 2020 Strategic Plan and Operational Achievements
In addition to the report, a video highlighting the Library's 2020 Accomplishments was displayed. Trustees thanked staff for their work.
- g) 2021 Library Workplan
2021 workplan was outlined, with priorities for 2021 noted as supporting City's recovery efforts, opening Clayton, and scaling the new service model to other branches.
- h) Voice of the Customer Report June-December 2020
The lower customer satisfaction rates were noted.
- i) Board Procedures Manual
The Manual was updated with minor items and will also be distributed to trustees via email.

10. NEXT LIBRARY BOARD MEETING

February 25, 2021 at 7:00 p.m. via MS Teams Meeting

11. MOTION TO MOVE IN CAMERA

“The Board proposes a motion to move in camera, pursuant to Section 90 of the Community Charter, specifically to approve the minutes of the November 26th, 2020 in-camera meeting, and to review the Chief Librarian 2021 Objectives”.

Councillor Hundial moved and Trustee Cumming seconded – **CARRIED**

12. MOTION TO ADJOURN

The Surrey Public Library Regular Board Meeting of January 28, 2021 was adjourned at 8:53 p.m.