



# from the Board Table

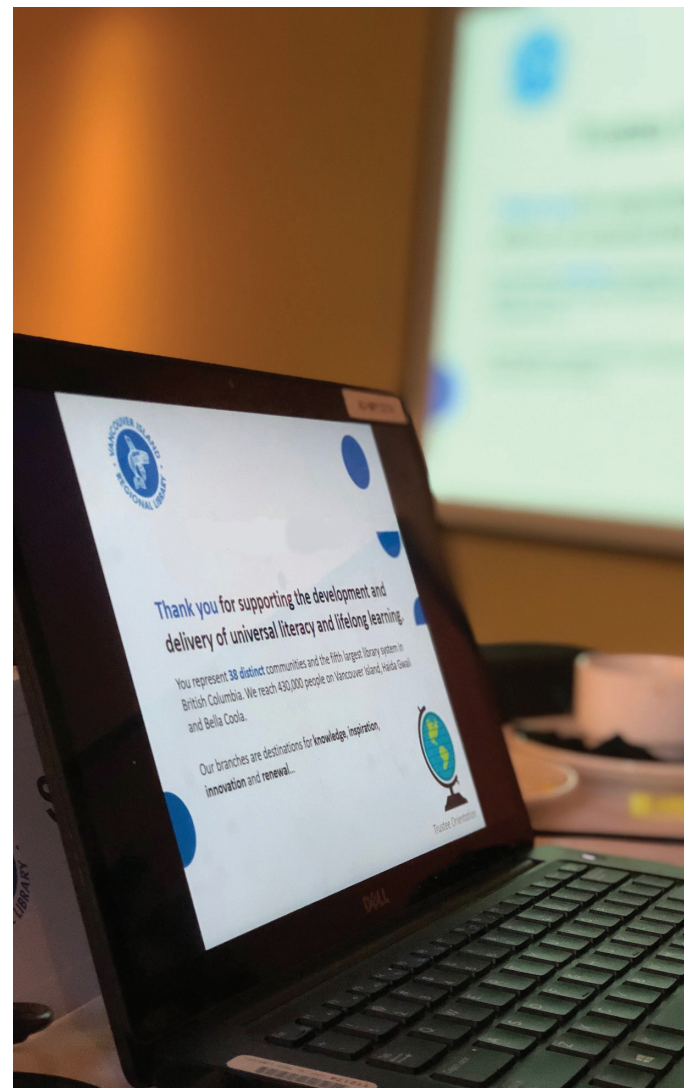
## Intro

The meeting on May 30 was the first regular meeting of the Board of Trustees since the onset of COVID-19. As a result, the Agenda included items that would ordinarily spread across two meetings. The Board worked diligently to move the items forward efficiently and with robust discussion.

The first order of business was to amend the Board Procedural Bylaw to allow for virtual meetings after successfully trialling an digital platform at a previous special meeting. For Trustees, especially those in rural and remote communities, the amended bylaw will reduce the amount of time that would otherwise be required to attend Board meetings.

## Video Conferencing Update

As VIRL and the Board proceed with plans to continue with virtual meetings, the Board received a report that provided information on how virtual meetings will be administered and maintained moving forward, including VIRL's migration to Office 365, its proprietary conferencing platform (Teams) and ongoing supports to Trustees to facilitate their virtual meeting attendance.





# Business Arising

## Strategic Plan

As a result of the ongoing challenges presented by COVID-19, the Board moved to defer the 2021 – 2025 Strategic Plan until 2021. For the public engagement portion, it is likely that the large in-person events of the past may not be possible given increased awareness and sensitivities around group gatherings. VIRL is still committed to maintaining thorough and robust public engagement and will adapt to the realities, which could include a mix of small in-person sessions and online engagement opportunities.

## Provincial Grants

This short update provided Trustees with an overview of the report VIRL sent to the Province as part of the annual funding process.

## Balanced Scorecard

In late 2019, VIRL staff reframed the metrics and data the Board receives to highlight VIRL's role in the community and the impact of our services, along with key data.

This initial data set demonstrates some interesting information about our customers and services.

- 35% of our visitors used the Library digitally and 65% came to a branch
- The majority of cardholders (82%) are adults, with children and teens at 17%
- Membership in VIRL remained steady in Q1
- Well over 1.3 million items were borrowed Q1
- There was a 17% increase in digital borrowing and a 17% decrease in physical borrowing
- Online learners focused on developing digital skills

## Audit Plan

As with so many other processes and procedures, the annual auditing process was disrupted by the onset of COVID-19. Staff worked with the auditors at MNP to amend the process and sought an extension to the submission of the financial statements.

## Recovery and Renewal

Board members received an overview of VIRL's phased Recovery Plan as a result of COVID-19. Trustees were very happy to hear that Phase 2 was coming into effect and that some library services would soon be resumed.

## An Integrated System for Payroll Human Resources and Benefits

To make VIRL's payroll and benefits administration more efficient and user-friendly, staff are hoping to move forward with a solution that meets the needs of the organization. Further discussion will transpire in September about an integrated system for VIRL.

## Budget Assumptions

The unanticipated temporary suspension of library services resulting from COVID-19 impacted VIRL's projected spending. The Board received a report with information on the various areas that may be impacted by COVID-19 and the associated requirement to suspend in-branch services, including:

- Preliminary Assumptions
- Revenue
- Wages and Benefits
- Library Materials
- Branch Facility Costs

On the Levy side, the Board was also made aware that savings from 2020 will be transferred to 2021, to offset the smaller levy increase, and was provided with a range of scenarios for consideration for the 2021 potential levies.

The Board will continue this important conversation when it reconvenes in September.

# Finance Report



**Balance Sheet:** The balance sheet of \$37.6 million shows a healthy balance of cash and investments of \$4.2 million at the end of April and a year to date operating surplus of \$0.9 million.

**Revenue and Expenditures:** The net operating surplus as at the end of April is mostly due receipt of annual provincial operating grants in March. Other than this, revenues were generally in line with expectations and total expenditures were within budget.

**Reserves:** The Board of Trustees is provided with updated reserves information at each meeting. At the end of April, the reserves stood at a balance of \$6.2 million. Appropriations to reserves are recorded on a monthly basis. Transfers from reserves are recorded when the expenditures have been substantially completed. Year to date withdrawals consist of amounts for debt servicing and projects at Sayward, Sooke, and Chemainus, as well as purchases of furniture and equipment, and IT software and hardware.

**In summary:** VIRL's finances indicate that results are in line with expectations and significant projects are currently either complete or underway.

# Facilities Updates



## Campbell River

Strathcona Regional District has approved funding for the new branch. VIRL is in discussion with City of Campbell River staff to move the project forward.

## Courtenay

Now that VIRL has received word that we did not receive funding from the Investing in Canada Infrastructure Program, planning can proceed using Capital Funding.

## Masset

Consultants are currently working on the design, floorplan, and other planning and tender documents.

## North Saanich

The proposed site at the Panorama Centre is part of the Agricultural Land Reserve. North Cowichan is in conversation with the Agricultural Land Commission about a path forward.

## Port Alberni

The architect has developed some preliminary floor plans and other drawings for discussion and comment. VIRL and the architect have established a process for continuing the planning process while all parties are working remotely.

## Sandspit

Discussions are on hold while some issues related to the use of the space are resolved.



# Facilities Updates cont.



## Sooke

The building permit has been approved, and construction will be tendered, evaluated and awarded after the pre-qualification for general contractors review is complete.

## Tahsis

Potential sites for a new branch are currently being assessed by Tahsis Council.

## Tofino

Tofino Council is reviewing shovel-ready potential sites.

## Woss

The Village of Woss has identified the new branch site. VIRL has commenced with the planning work in preparation of a prototype branch. Construction will be tendered in the near future.