

## REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 25, 2024 – 6:00 PM

In-person at Lynn Valley Library, 2<sup>nd</sup> Floor in the Learning Lab

# AGENDA

### ATTENDEES

#### Library Board

Kulvir Mann – Board Chair  
James Mitchell – Vice Chair  
Gerald Baier – Trustee  
Lara Greguric – Trustee  
Ana Lopez – Trustee  
Kristine Mactaggart Wright – Trustee  
Herman Mah – Council Representative  
Valerie Dong – Trustee

#### Regrets

Barb Lawrie – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Suzanne Hendriks – Executive Assistant  
Meghan Crowe – Communications & Events Coordinator  
Alison Campbell – Manager, Community Connections  
Daria Hrbacek – Business Manager  
Louise Simkin – Senior Special Projects Manager

#### Guests

Rick Danyluk – Acting GM, Finance and CFO, DNV

- |         |           |  |                    |
|---------|-----------|--|--------------------|
| 5:30 PM | <b>0.</b> | <b>DINNER SERVED</b>   |                    |
| 6:00 PM | <b>1.</b> | <b>CALL MEETING TO ORDER – BOARD CHAIR</b>                             |                    |
| 6:01 PM | <b>2.</b> | <b>ADOPTION OF AGENDA</b>  |                    |
| 6:02 PM | <b>3.</b> | <b>REPORTS</b>   |                    |
|         |           | 1. Chair’s Report  | <b>(verbal)</b>    |
|         |           | 2. Director’s Report   | <b>(verbal)</b>    |
| 6:10 PM | <b>4.</b> | <b>CONSENT AGENDA</b>  |                    |
|         |           | <b>1. Operational Approval</b>   |                    |
|         |           | 1. Approval of Regular Minutes of the Board – <i>February 22, 2024</i> | <b>(att 4.1.1)</b> |
|         |           | <b>2. Reports</b>  |                    |
|         |           | 1. Media Report  | <b>(att 4.2.1)</b> |
|         |           | 2. Board Action Items  | <b>(att 4.2.2)</b> |
|         |           | 3. Board Work Plan   | <b>(att 4.2.3)</b> |
|         |           | 4. Q1 2024 Director Quarterly Report                                   | <b>(att 4.2.4)</b> |
|         |           | 5. Q1 2024 Library Operations Quarterly Report                         | <b>(att 4.2.5)</b> |
|         |           | 6. Risk Management Annual Report                                       | <b>(att 4.2.6)</b> |
|         |           | <b>3. Correspondence</b>   |                    |
|         |           | 1. Thank you Letter to Mayor & Council                                 | <b>(att 4.3.1)</b> |
|         |           | 2. 2023 Provincial Public Library Grant Report                         | <b>(att 4.3.2)</b> |

3. Patron Feedback Potential New Capilano Library **(att 4.3.3)**
- 6:15 PM **5. BOARD MOTIONS/DISCUSSIONS**
1. Privacy Management Program, Training & Policies **(att 5.1)**
    - i. B-OP-11 Protection of Privacy and Confidentiality (revised)
    - ii. B-OP-25 Records Management Policy (new)
    - iii. MG-OP-25 Records Management Guidelines (new)
  2. 2023 Draft Audited Financial Statements & Financial Statement Analysis **(att 5.2)**
  3. 2023 Statement of Financial Information (SOFI) **(att 5.3)**
  4. 2023 Annual Report Content Outline **(att 5.4)**
  5. Review of Board Code of Conduct **(att 5.5)**
- 7:15 PM **6. STANDING ITEMS**
- 1. Updates – Committees**
    1. Finance and Audit – *met April 18, 2024* **(att 6.1)**
    2. Governance – *met March 21, 2024* **(att 6.2)**
    3. Human Resources – *met March 14, 2024* **(att 6.3)**
    4. Advocacy – *next meeting June 27, 2024*
  - 2. Updates – Affiliates**
    1. InterLINK **(verbal)**
    2. Friends of the Library **(verbal)**
    3. Council **(verbal)**
- 7:25 PM **7. IMPORTANT UPCOMING DATES**
- **Wednesday, May 1, 2024 – All locations closed 10:00 AM – 2:00 PM**  
All Staff Spring Workshop
  - **Thursday, May 16, 2024 – 6:00 PM**  
NVDPL Governance Committee Meeting
  - **Thursday, June 27, 2024 – 6:00 PM**  
NVDPL Board Meeting
- 7:30 PM **8. ADJOURN**