

## INAUGURAL MEETING of the NVDPL BOARD

THURSDAY, JANUARY 25, 2024 – 6:00 PM

In person, Lynn Valley

# MINUTES

### ATTENDEES

#### Library Board

Kulvir Mann – Board Chair

James Mitchell – Board Vice Chair

Gerald Baier – Trustee

Lara Greguric – Trustee

Barb Lawrie – Trustee

Herman Mah – Council Representative

Kristine Mactaggart Wright – Trustee

Valerie Dong – Trustee

#### Regrets

Ana Lopez – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director

Suzanne Hendriks – Executive Assistant

Sandi Burgess – Manager, Welcoming Initiatives

Meghan Crowe – Communications/Events Coordinator

#### GUESTS

Rick Danyluk – Acting GM, Finance and CFO, DNV

1. **CALL MEETING TO ORDER – DIRECTOR OF LIBRARY SERVICES**
2. **WELCOME AND INTRODUCTIONS** – Director of Library Services welcomed the Library Board to the meeting.
3. **LIBRARY DIRECTOR CALLED MEETING TO ORDER – 6:03 PM**
4. **ELECTIONS AND APPOINTMENTS**
  - 4.1 **Election of Board Chair**

The Director conducted the election process for the position of Library Board Chair. Kulvir Mann was declared the 2024 Library Board Chair by acclamation.

**4.1.1 Incoming Board Chair’s Remarks**  
Board Chair thanked the Board for the opportunity to work with the Trustees and the team at NVDPL for a second term.
  - 4.2 **Election of Vice-Chair**

Board Chair conducted the election process for Library Board Vice-Chair. James Mitchell declared as the 2024 Library Board Vice-Chair by acclamation.

**4.2.1 Incoming Vice-Chair’s Remarks**  
Vice-Chair thanked the Board for the opportunity to work with the Trustees and the team at NVDPL for a second term.

Board Chair acknowledged that our libraries are located on the traditional territories of the Skwxwú7mesh (Squamish), sə́ilwətaʔ/Selilwitulh (Tseil-Waututh), and xʷməθkʷəy̓əm (Musqueam) First Nations. Their ancestors have lived here for countless generations. We are grateful for the opportunity to connect community, share knowledge and inspire stories on unceded Coast Salish Territory.

**4. ADOPTION OF AGENDA**

Board Chair requested a motion to adopt the Agenda.

**MOVED by Lara Greguric and SECONDED by James Mitchell**

**THAT the Agenda for the January 25, 2024 Inaugural Meeting of the Board be approved.**

(24-01-01)

**MOTION CARRIED**

**5. REPORTS**

**6.1 Chair's Report** – Chair thanked the trustees for the opportunity to serve as Chair for a second term. She acknowledged the annual Board dinner last December and the chance to celebrate the accomplishments of the Library & Board for 2023.

**6.2 Director's Report** – Last week we hosted North Shore Reads featuring author Brett Popplewell in conversation with Marsha Leiderman, a successful virtual event of the North Shore Libraries. The 2024 Summer Reading Club theme and artwork 'World of Curiosity' was previewed to the group with much enthusiasm. The Director noted Krista Scanlon's retirement tea held today to celebrate her 39 years of service with NVDPL. North Shore News digitization project is now launched.

**MOVED James Mitchell by and SECONDED by Valerie Dong**

**THAT the Reports be received by the Board.** (24-01 -02)

**MOTION CARRIED**

**6. CONSENT AGENDA**

**6.1 Operational Approval**

6.1.1 Approval of Regular Minutes of the Board – *November 23, 2023*

**6.2 Reports**

6.2.1 Media Report

6.2.2 2023 Board Action Items

6.2.3 2023 Board Work Plan

6.2.4 Q4 2023 Director Quarterly Report

6.2.5 Q4 2023 Library Operations Report

6.2.6 InterLINK provisional budget

**6.3 Correspondence**

6.3.1 Ombudsperson Quarterly Report Jul 1 – Sep 30, 2023

Query from Trustee on the InterLINK provisional budget and the 22% increase of fees. NVDPL's appointed InterLINK Board member responded that the fees align with pre-COVID costs. No further comments/queries.

**MOVED by James Mitchell and SECONDED by Barb Lawrie**

**THAT the Consent Agenda be adopted and the Reports be received for information;**

**AND THAT the Minutes of the regular meeting of the Board – November 23, 2023 be approved.** (24-01-03)

**MOTION CARRIED**

## **7. BOARD MOTIONS/DISCUSSIONS**

**7.1.1 Committee Appointments** Chair conducted the appointments of the Committees for 2024.

**MOVED by Lara Greguric and SECONDED by Valerie Dong**

**THAT the Library Board supports the following appointments to the Committees:**

**Finance and Audit Committee**

***Lara Greguric, Kulvir Mann, Gerald Baier, James Mitchell, Herman Mah***

**Governance Committee**

***Barb Lawrie, Gerald Baier, Valerie Dong, Kristine Mactaggart Wright***

**Human Resources Committee**

***Ana Lopez, Kulvir Mann, James Mitchell***

**AND THAT the Library Board supports the following appointments to the InterLINK Board:**

***Barb Lawrie; Alternate: James Mitchell*** (24-01-04)

**MOTION CARRIED**

**7.1.2 Regular Board Meeting Schedule for 2024** – Director gave an overview of the proposed schedule, noting that based on the annual Board survey in 2023, the format of the regular meetings will be in person and all committee meetings will be virtual. No further comments or queries.

**MOVED by James Mitchell and SECONDED by Valerie Dong**

**THAT the Board approves the schedule for the regular meetings of the NVDPL Board for the 2024 term as proposed.** (24-01-05)

**MOTION CARRIED**

**7.1.3 Policy Review** – Board Chair opened the floor for questions from the Board on the Committee report which laid out respective changes of policies B-HR-16 Retirement, B-HR-10 Review of Director of Library Services and guideline BG-HR-10 Review of Director of Library Services. No comments or queries on this item.

**MOVED by Gerald Baier and SECONDED by Herman Mah**

**THAT the proposed amendments to policies B-HR-16 Retirement & B-HR-10 Review of Director of Library Services and to guideline BG-HR-10 Guideline Review of Director of Library Services be approved and adopted by the Board.** (24-01-06)

**MOTION CARRIED**

**7.2.1 NVDPL 2024-2027 Strategic Plan** – Director described the rigorous process involved in completing and presenting this item to the Board. KPIs are still under refinement and could change in the coming months to best reflect the data for the organization. Trustee asked for the remaining timeline, which the Director described. Query if DNV Council approves the strategic plan. Director clarified the Board seeks consultation and endorsement from Council. Suggestion from Trustee on clarity of KPI's and numerical references for ease of reading, which staff will take into consideration. DNV staff suggested that a refined number of KPIs be aligned with the Corporate Plan and how change will be measured. Comment from Trustee if staff felt the strategic plan was refined enough. Director responded in the affirmative and mentioned the important consideration that staff see their work reflected in the plan. No further queries/comments for this item.

**MOVED by Barb Lawrie and SECONDED by James Mitchell**

**THAT the draft NVDPL Strategic Plan for 2024-2027 be approved by the Board, subject to Council endorsement;**

**AND THAT the Board authorizes Library Staff to move forward with the implementation and production of the Strategic Plan for 2024-2027.** (24-01-07)

**MOTION CARRIED**

**7.2.1 Preparation for System Migration** – Sandi Burgess, Manager, Welcoming Initiatives gave an update on the process of this large project and plans to manage these changes, and seek support from the Board to temporarily suspend the billing of fees for items not picked up from the holds shelf by deadline, as an unadvertised goodwill gesture to ease the transition for patrons. Short discussion about the new ILS, discovery layer and website.

**MOVED by Valerie Dong and SECONDED by Gerald Baier**

**THAT the NVDPL Board supports a one-month suspension of fees levied for expired holds.** (24-01-08)

**MOTION CARRIED**

**7.2.3 Annual Review of Policy B-OHS-03 Positive Workplace** – The Board reviewed the policy. No comments, queries or changes were brought forward.

**MOVED by Lara Greguric and SECONDED by Barb Lawrie**

**THAT the Board has reviewed Policy B-OHS-03 Positive Workplace Environment: Anti-Bullying and Harassment.** (24-01-09)

**MOTION CARRIED**

## **8. STANDING ITEMS**

### **8.1 Updates – Committees**

**8.1.1 Finance and Audit** – next meeting will be April 18 where they will review SOFI, audited financial statements.

**8.1.2 Governance** – met in early January: Strategic Plan work now complete and conducted the annual Board survey.

- 8.1.3 **Advocacy** – no updates, next meeting Feb 22/24
- 8.1.4 **Human Resources** – completed all work plan items in 2023 and presented amended policies to the Board at today’s meeting, and review of the Director of Library Services will be discussed in the in-camera portion of the meeting.

**8.2 Updates – Affiliates**

- 8.2.1 **InterLINK** – new budget approval (included in the package) and new Executive Director hired.
- 8.2.2 **Friends of the Library** – next book sale Feb 16 – 18, 2024, and their AGM is next week.
- 8.2.3 **Council** – draft financial plan for 2024-2028 published. New provincial government legislation will change municipal planning processes and has the potential to impact future library buildings. Bus rapid transit is being explored. Economic development strategy presented to Council over 30 years showing the need for land for planning for housing, workplaces and public amenities.

**9. IMPORTANT UPCOMING DATES**



Trustees noted important upcoming dates on the Agenda, with a brief discussion around Council presentation on February 12, 2024.

**10. ADJOURN MEETING TO IN-CAMERA – 7:07 PM**

**MOVED** by Lara Greguric and **SECONDED** by Gerald Baier

**THAT the Inaugural Board Meeting of January 25, 2024 be adjourned to in-camera.** (24-01-10)

**MOTION CARRIED**

 <b>Library Board Chair</b>	Feb. 22/24 <b>Date</b>
 <b>Director, Library Services</b>	22 Feb 2024 <b>Date</b>

