

Minutes of the meeting of the Board of the North Vancouver District Public Library held on November 8, 2012 at the Lynn Valley Main Library, 1277 Lynn Valley Rd. North Vancouver, BC

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Present:	Lucy Cayuela	Chair
	Sanford Osler	Library Board Trustee
	Mathew DeBock	Library Board Trustee
	Mike McGraw	Library Board Trustee
	Gopi Chande	Library Board Trustee
	Ken Lim	Library Board Trustee
	Councilor Alan Nixon	Council Representative
	Heather Scoular	Director of Library Services and Board Secretary
	Michael DeKoven	Manager of IT, Collections & Assessment
	Jessica Ferrari	Administrative Services Manager
Regrets:	Frank Sullivan	Vice Chair
	Fiona Kelly	Library Board Trustee

1. The Board Chair called the meeting to order 6:02 at p.m.

**2. ADDITIONAL ITEMS**

1. Operating budget alternatives added to 5.4 Board Action Items
2. Presentation cancelled – Gopi Chande to do Financial update as part of 5.3 Board Action Items
3. Board Meeting Assessment

**3. CHAIR'S REPORT**

The Board Chair reminded trustees of the date and location of the Christmas party. Lucy Cayuela encouraged everyone to come and take part in the Canyon Lights walk that is free as part of the dinner.

The Changing Times Summit on December 7 will be very interesting and trustees were encouraged to attend if possible. The Director will send out summit details as they become available.

**4. CONSENT AGENDA**

Pull out items:

- 4.1.2 – Shirtsleeves Session Summary – inserted before 5.1
- 4.4.1 – Proposed Board Meeting Schedule 2013 - inserted before 5.1
- 4.4.2 – Art Donation – inserted after 5.4

**MOVED by Gopi Chande and SECONDED by Matt DeBock THAT the Consent Agenda, pulling out items as listed above, be accepted.**

**CARRIED.**

## **5. BOARD REPORTS**

**.1** The trustees discussed the success of this year's Shirtsleeves Session with Mayor and Council. They agreed that the Director's summary of the session was accurately captured the thoughts and ideas that were discussed. Three questions were added to the "Big Discussion Questions":

- Should the library aim to focus on the whole community or specific demographics?
- Can the library fill a void with departing retailers?
- Are there opportunities vertical/horizontally with community partners?

Trustees asked the Director to circulate this summary of the October session to Mayor and Council.

Trustees felt that the face to face session with Mayor and Council was successful as an annual event but some more proactive and ongoing communication would be achieved with the distribution of a one-page quarterly summary. This quarterly summary would reflect the Library's strategic directions and outcomes as well as sharing the focus of the Library's work over the past quarter.

**.2** The meeting schedule for 2013 was approved with one change, to move the Shirtsleeves session with the Board to October rather than the Spring.

**.3** The trustees discussed the Proposed Board Committee Structure and agreed that it reflected the strategic direction of the Board as a whole and utilized the skills and expertise of each trustee.

Some small additions were made to the structure outline and the revised committee structure will be recirculated at the first 2013 Board meeting. Each new committee will meet in January to hold elections of their chair and/or co-chairs and establish their terms of reference.

Advocacy was deemed to be a full Board responsibility with the ability to refer particular projects to a specific committee as required.

The trustees discussed the positions of Chair & Vice-Chair. Recommendations were made for Lucy Cayuela to remain as Board Chair and Frank Sullivan to stay as Vice-

Chair for 2013. Formal elections will be held at the January 10, 2013 Board meeting. It was also recommended that InterLINK representation continue with Ken Lim as the rep and with Sanford Osler as the alternate. BCLTA liaison will be confirmed after the BCLTA representative comes to a board meeting in 2013 and until that time the Board Chair will forward the appropriate BCLTA communication to the full Board.

**MOVED by Alan Nixon and SECONDED by Gopi Chande THAT the proposed 2013 Committee Structure including trustee assignments be accepted as amended in the board discussion.**

**CARRIED.**

.4 Trustees discussed the Draft Capital Budget and noted that the newly formed Governance, Risk Management & Planning Committee will provide the best opportunity to focus on capital project priorities. With a movement towards more integrated planning of facility projects with District Facilities it will be important for the Library Board to ensure that its “critical” infrastructure initiatives are discussed and prioritized through both Committee and full Board strategic directions and communicated to the District well in advance of the annual budget process.

The Board requested that the Finance Committee establish a process to link strategic priorities with the funds required.

**MOVED by Sanford Osler and SECONDED by Alan Nixon THAT the Library Board approve the 2013-2017 Library Capital Budget as presented and direct the Director of Library Services to continue to proceed with the District’s 2013 budget process.**

**CARRIED.**

.5 Trustee Gopi Chande summarized for the Board a recent presentation to the Finance Committee from CFO, Nicole Deveaux in regards to the internal auditing process. Throughout the summer of 2012, the District’s Audit and Business Advisor was tasked with analyzing the library’s financial transactions and testing them against the Library’s and the District’s Finance policies. The Internal Auditor looked for gaps in order to provide recommendations for improvements to the Library Board’s Finance Policy and the Library’s financial control framework with the goals of building a financial structure that would address the recommendations of the CFO.

It was reported that while the Library Board’s Finance Policy did need to be expanded in some areas in order to provide greater clarity and a stronger financial control framework, the results of the internal audit conducted throughout the summer were very positive. The results reflected the Library’s integrity, citing that at no time have any staff actions been misappropriated or misleading.

The District CFO recommended that a District Finance Accountant be assigned to work with the Director of Library Services in order to develop a revised Library Finance Policy in 2013. Nicole Deveaux estimated that this work would require 3 days a week for most of 2013. It was further recommended that once a new Finance Policy was approved by the Library Board that there would be a need for a one day a week CGA position at the Library for the purpose of fulfilling the “monitoring” role in the financial control framework starting in 2014. Nicole Deveaux, CFO, said that the cost of the CGA would need to be borne by the Library. The CFO and the Library Director brought forward a suggestion as to how to fund such a position 3 days a week in 2013 and 1 day a week ongoing.

For 2012 the Library anticipates having an operating surplus and the Library and District would both contribute 50% of CGA position in 2013 out of their respective Library/District surplus amounts and ongoing the Library would have to find funds for a one day a week CGA position. Remaining 2012 Library surplus funds would be allocated to other Library priorities.

The Board agreed utilizing both the Library and District portion of the Library’s 2012 surplus was an appropriate source of funding for the 3 day a week CGA position and would enable the Library to satisfy the CFO’s fiduciary requirements.

The Board requested that all recommend changes to the Board’s Finance Policy be directed to the Finance Committee for review and that the Finance Committee will come to the full Board at the earliest meeting before implementation. The trustees would like to have the Director request that a KPMG auditor attend the Library Finance Committee after the 2012 audit is completed.

**MOVED by Gopi Chande and SECONDED by Mike McGraw THAT surplus monies from the 2012 Library operating budget be used to fund the up-to-1 year cost of the District Finance Staff person, subject to the formula for cost sharing (50% Library portion of Surplus paid, and 50% District portion of Library surplus paid) of said resource and capped at a maximum of \$90,000, with any residual Library surplus to be allocated to other library projects as determined by the Board.**

**CARRIED.**

.6 Trustees discussed the draft operating budget for 2013. It was noted that going forward the Library will need to shift its revenue reliance away from fines to other sources. With the public’s demand for e-books which return themselves, therefore not incurring fines, and the public returning items more in order to not incur fines, the need to shift this revenue source is now becoming evident.

**MOVED by Gopi Chande and SECONDED by Alan Nixon THAT the operating budget including a 2% increase in our year over year ask of District contribution from 2012, including reduced fine revenue projections be approved.**

**CARRIED.**

.7 The Director shared with the Board of a recent inquiry from a community member to donate to the Library two pieces of artwork. The artwork is by Frederick Varley, a member of the Group of Seven. The artwork is expected to be in the value range of \$1,500.

Trustees asked if donors that contribute in-kind donations to the Library are required to sign any agreements stating that they understand the Policy requirements. As yet, the Library does not require this step however it could be enacted. The Director was asked to create a document that would effectively confirm donors consent to the Policy requirements. Trustee Matt DeBock volunteered to review the document in conjunction with the Library's Resource Development Policy 3.6.

**MOVED by Matt DeBock and SECONDED by Sanford Osler THAT the Varley artwork in accordance with the Resource Development Policy 3.6 be accepted.**

**CARRIED.**

The Board Chair declared the meeting Adjourned to In-Camera at 8:43pm.



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Library Board Chair

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February 14, 2013

Date