



REGULAR MEETING OF THE LIBRARY BOARD
Thursday, May 8, 2014 at 6:00pm

CAPILANO BRANCH LIBRARY
3045 HIGHLAND BLVD.

MINUTES

Present:

Frank Sullivan	Library Board Vice-Chair
Fiona Kelly	Library Board Trustee
Gopi Chande	Library Board Trustee
Ken Lim	Library Board Trustee
Matthew DeBock	Library Board Trustee
Mike McGraw	Library Board Trustee
Sanford Osler	Library Board Trustee
Alan Nixon	Library Board Trustee

Jacqueline van Dyk	Director of Library Services
Barbara Kelly	Manager, Community Engagement
Helen Kaiser	Manager, Lynn Valley Main Library
Kate Grossman	Communications / Events Coordinator
Madeline Kozak	Communications / Events Coordinator
Leanne Erickson	Executive Assistant (recording)

Regrets:

Lucy Cayuela	Library Board Chair
Corinne McConchie	Manager, Collections Management and Access

Guests:

Allan Bayhon	Systems Technician
Andy Wardell	Manager, Financial Services - DNV
Alison Campbell	Outreach Coordinator for Children and Teens
Claire Westlake	Librarian, Capilano
Drew Jackson	Manager, Innovation and Learning
Heather Goodwin	Home Services Librarian
Jacqui Jones-Cox	Librarian I, Lynn Valley
Jennifer O'Donnell	Digital Services Librarian
Krista Scanlon	Collection Services & Evaluation Librarian
Lisa McShane	Systems Librarian
Mary Crombie	Accounting and Reporting Manager - DNV
Nicola McLaren	Business Manager
Rachel Brown	Acting Branch Manager, Parkgate
Scott Robarts	Systems Technician
Tara Forman	Assistant Branch Manager / Children's Librarian, Lynn Valley

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:10pm

2. **PRESENTATION**

1. **SOFI and Financial Statements**

Frank Sullivan opened the floor up for all board members to ask questions regarding the Financial Statements. He also relayed that there has not been a lot of change in the Financial Statements since 2012, except that the capital lease obligations are not shown.

Sanford Osler inquired about the surplus. Frank Sullivan replied, stating that the loss is split with the District; it is now combined with funding. Mary Crombie explained that it is the funded surplus that is split 50/50.

MOVED BY Mike McGraw and SECONDED by Gopi Chande THAT the Audited Financial Statements for the completed year of 2013 be approved.

CARRIED.

MOVED by Gopi Chande and SECONDED by Alan Nixon THAT the Statement of Financial Information for 2013 be approved.

CARRIED.

3. **ADDITIONAL ITEMS FOR AGENDA**

No items to add.

4. **REPORTS**

1. **Chair**

No update to report.

5. **CONSENT AGENDA**

MOVED by Sanford Osler and SECONDED by Alan Nixon THAT the Consent Agenda, excluding items 5.1.1 be accepted.

CARRIED.

5.1.1 Minutes of April 10, 2014

Sanford Osler proposed the following changes to section titled "**Letter to Education Minister, Peter Fassbender**":

- a) 1st sentence - Change the word '*reprioritization*' to '*positioning*', change '*Ministry of Education*' to '*provincial government*'.
- b) 3rd sentence – Change to '*Paul articulated that the BCLTA is not addressing this issue but was comfortable with NVDPL pursuing it.*'
- c) 4th sentence – Remove '*Sanford relayed that Paul is supportive of the letter being sent.*'

MOVED by Alan Nixon and SECONDED by Mike McGraw THAT the Minutes of April 10, 2014 be approved with the proposed changes.

CARRIED.

6. STRATEGIC DISCUSSION

1. Staff Presentations to inform Strategic Discussion in June

Jacqueline van Dyk first introduced Drew Jackson, new Manager of Innovation and Learning, and Nicola McLaren, new Business Manager, who will be starting at NVDPL later in May. Both gave a brief introduction of themselves, including some of their previous career paths.

1. Collections – Alison Campbell, Jennifer O’Donnell, and Krista Scanlon

The presenters explained how the library collections comprise physical and digital how their respective capital and operating budgets are allocated. Current library directions and future trends that impact collections:

- Greater integration of the digital collection with our services
- A growing need for flexible library spaces; a reconsideration of the spaces traditionally required for physical collections
- Maximizing energy and resources to meet service needs and collection demands in the most cost effective and flexible way
- Increasing awareness of what a 21st century library is

ACTION: For the Spring Board Retreat on June 7, 2014, Collections department to prepare projections for the upcoming budget years, including what would be allocated under the capital and operational budgets, as requested by Gopi Chande.

2. Systems - Allan Bayhon, Lisa McShane, and Scott Robarts

This presentation focused on the new and evolving roles of the Systems department in which they will serve both public and staff, and look after all aspects of technology. Drew Jackson, the newly appointed Manager of Innovation and Learning, will oversee Systems and will assist them in transitioning into their new roles. Systems staff noted that patrons are asking for the following:

- technology that is easy to use
- easier methods of paying fines
- Wi-Fi; more broadband
- printing / scanning
- account management via the web / mobile

Challenges:

- Wi-Fi use puts a strain on limited bandwidth
- current NVDPL website

Opportunities:

- a new fully-modernized, responsive website is being designed; official launch is set for this summer

- desire to create an innovation lab to meet demand - where patrons could use new technology; hands-on learning where they can teach each other
- past success with un-conference atmosphere (ie. Datacamp and Edcamp); format could continue to be used

3. **Adult Programs – Jacqui Jones-Cox, Claire Westlake**

Jacqui Jones-Cox, Claire Westlake, Paul Taylor are primarily responsible to organize adult programs, in addition to their other librarian duties. Some benefits to the library are as follows:

- reaches out to all ages and types of people
- links books, databases to the public in a personal and interactive way
- brings people into the library that wouldn't normally be in
- contributes to the health and well-being of the community

The programs for adults are focused on technology, entertainment, and information/education. Some current trends include:

- using an un-conference/self-directed style of learning
- filling a gap that government and educational institutions are no longer supplying
- continuing demand from people wanting info about new technology

Challenges:

- time and expertise
- room availability / presentation spaces
- technical support
- finance / funding
- communication / advertising

Opportunities:

- partnering to find expertise in community
- willing to present a program and share knowledge and space
- funding partners (business, financial, institutions, law, etc)
- active, adaptive, and dynamic face of community
- provide knowledge in a consistent and reliable way and help the public make sense of a changing world.
- we entertain and inform using all types of media – we start the stories.

4. **Home Library Services – Heather Goodwin**

These outreach services are based at the Lynn Valley Main Library, supported by a Home Library Service Librarian and part-time Talking Books Assistant. The entire Talking Books collection, a large part of which belongs to InterLINK, is housed at Lynn Valley on open shelving and all branches have a Large Print collection. They have the use of the library van on three afternoons each week.

Home Library Service:

- For those unable to get to the library themselves
- Coordinated and delivered by Heather Goodwin

- All types of materials (difference in Large Print)
- Individual deliveries to homes, Library Afternoons in Assisted Living and other senior's residences, plus deposit to Evergreen House. Growth industry in North Vancouver – added Churchill House in 2008, Capilano House Seniors Tea in 2009, and Cedar Springs in 2013
- Volunteers

Talking Books:

- For those unable to read print due to blindness, or other physical disabilities such as arthritis, or learning disabilities
- Truly a lifeline to some people; their only source of entertainment
- Selected, maintained, and delivered by Yvonne Thompson
- Different delivery methods such as individual, branch pick-up, own selection
- Restricted collection is different than the regular CD book collection; important part of the InterLINK Audiobooks collection

Challenges:

- Aging population
- Increasing need for service
- Need for more material to be available
- Expense of equipment
- Internet

Opportunities:

- Downloadable audio and e-books are more available
- NNELS latest player / pilot project
- As current population ages, they will be more computer savvy and comfortable with downloadable content

5. **Children & Teen's Services and Programs – Alison Campbell, Rachel Brown, Tara Forman**

This presentation acknowledged that the provision of Children's and Teens Services and programs is truly a team effort, comprised of qualified and enthusiastic staff from across the library system. Collectively, they are responsive to the needs and interests of children, teens and their parents, care-givers and teachers. They seek to continue their professional development and to participate fully in the library community. To do so, they:

- Provide a diverse and excellent selection of materials for children from birth to teenage years
- Provide spaces which are welcoming, flexible, child-centric, and responsive
- Collaborate with other community agencies to expand their reach and enhance services to the benefit of community partners
- Provide programs which encourage a love of literature, promote reading, and promote the library as a community gathering place

Challenges:

- coping with rapid change, integrating digital content and remaining responsive and relevant to community needs. The BC school curriculum is being overhauled to become more inquiry-based and learner-centered; school libraries are being reconfigured into learning commons; and use of technology in the classroom is increasing. All of this has implications for the public library in terms of collection development, flexible spaces, and the types of programs offered.

Opportunities:

- strengthen our connections with schools through the teacher librarians, offering regular networking sessions to help focus and shape services for school age children and teachers
- continue to support and enhance the formal education system as it and the library transitions to new ways of delivering services and resources
- provide teens with meaningful experiences that also benefit the library (eg. Book Buddies). The Teen Advisory Group will build a base of interested teens that can be used as a sounding board for new ideas and to make sure teen programming reflects what teens in our community want and need.
- WECAN is leading the effort to build capacity among its members; with strategic direction, they can target the community partners that can help access the hard to reach.

7. **ANNUAL REPORT**

1. **Review of Draft 2013 Annual Report**

Madeline Kozak gave a brief presentation on the draft Annual Report compiled for 2013. Support for the draft, as presented, was shown by Alan Nixon, Mike McGraw, and Matthew DeBock.

MOVED by Fiona Kelly and SECONDED by Sanford Osler THAT the draft presented for the 2013 Annual Report be accepted and THAT it goes to print.

CARRIED.

8. **STANDING ITEMS**

1. **Advocacy**

1. **50th Anniversary Celebrations**

Kate Grossman gave an update on the party planning for the '50th Birthday' celebration as previously suggested at the April 10 Board Meeting. The date has been set for **Saturday, September 27, 2014** which is during 'Culture Days'. She has been contacting children's singing/entertainment groups, and balloon makers; Lynn Valley Lions will do BBQ truck; there will be story times and puppet shows in the Lynn Valley plaza; the Community Room is booked in case of rainy weather.

2. **Updates - Committees**

1. **Governance**

Next meeting is set for Tuesday, June 10, 2014.

3. **Updates - Affiliates**

1. **Friends of the Library**

The next book sale is set for **Friday, May 30 – Sunday, June 1, 2014.**

2. **Council**

Alan Nixon reported that there has been a continuing parade of development proposals including the Bosa redevelopment of 400 units on the Zellers, old Lynn Valley library, and surrounding parking area. Also, there is an approved development on Dollarton Highway and the Keith Land Bridge is in the design phase. He also reported that the budget has been approved for 2014.

9. **IMPORTANT UPCOMING DATES**

- CLA / BCLTA Conference (Victoria, BC)
Wed, May 28 – Sat, May 31, 2014
- Spring Board Retreat (North Vancouver Museum and Archives)
Sat, June 7, 2014 – 9:30am - 5:00pm
- Governance Committee Meeting (Lynn Valley Library Boardroom)
Tues, June 10, 2014 – 6:00pm
- Next Library Board Meeting (Lynn Valley Library Boardroom)
Thurs, June 12, 2014 – 6:00pm

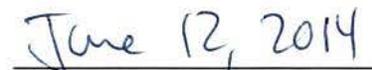
MOVED by Alan Nixon and **SECONDED** by Mike McGraw **THAT** the regular meeting of the board be adjourned and **THAT** the In-Camera meeting begins.

CARRIED.

10. **ADJOURN TO IN-CAMERA – 8:50PM**



Library Board Chair



Date

