

REGULAR MEETING NVDPL BOARD



THURSDAY, MARCH 26, 2015 – 6:00 PM
Lynn Valley Library – Boardroom
Suite 300-1277 Lynn Valley Road, North Vancouver, BC

MINUTES

PRESENT

Library Board

Matt DeBock – Chair
Ken Lim – Vice-Chair
David Porter – Trustee
Doug MacKay-Dunn – Trustee / Council Representative
Frank Sullivan – Trustee
Lucy Cayuela – Trustee
Linda Munro - Trustee
Mark Jefferson - Trustee
Sanford Osler – Trustee

Management/Staff

Jacqueline van Dyk – Director, Library Services
Andrea Freeman – Manager, Welcoming Initiatives
Leanne Erickson – Executive Assistant (recording)
Nicola McLaren – Business Manager

1. CHAIR TO CALL MEETING TO ORDER – 7:09 PM

2. ADDITIONAL ITEMS FOR AGENDA

No additional items for agenda.

3. REPORTS

1. Board Chair

Nothing to report.

2. Director

Jacqueline van Dyk reminded the board that the BCLTA Trustee Orientation Program is scheduled for Saturday, March 28th in the Program Room at Lynn Valley Library. She also stated that general monthly director's reports (as provided in the past) have been replaced with a quarterly strategic report, along with specific-topic management reports on a monthly basis.

3. Financial

As the financial statements have not yet been received from the District Hall, there is nothing to report.

4. CONSENT AGENDA

MOVED by Frank Sullivan and SECONDED by Ken Lim

THAT the Consent Agenda, excluding items 4.3.5, be approved;

AND THAT the Regular Minutes of the Board – February 26, 2015 be approved. (15-03-027)

MOTION CARRIED.

4.3.5 – BCLA and BCLTA Conferences 2015

At the request of Trustee Sanford Osler, the Board discussed the upcoming conferences and who should attend. After some discussion, a decision was made to recommend the Governance Committee develop criteria for trustees to attend the conferences.

MOVED by Doug MacKay-Dunn and SECONDED by Lucy Cayuela

THAT the Board recommends the Governance Committee develops criteria for trustees to attend conferences. (15-03-028)

MOTION CARRIED.

5. BOARD ACTION ITEMS

1. Motion Required

1. Human Resources Policies

The Human Resources Committee met on March 5, 2015 and moved to recommended three revised HR policies for adoption. The Board expressed approval for the updated policies as written.

The Board then had a discussion regarding the ways in which the NVDPL measures the success of the Anti-Bullying policy. Management reported that a survey on this issue was recently deployed and that a large number of staff members attended “Bullying and Personal Harassment: Response and Prevention Training” facilitated by Arete Safety and Protection in September 2014.

MOVED by Doug MacKay-Dunn and SECONDED by David Porter

THAT the revised Occupational Health and Safety Board Policy be adopted by the Board. (15-03-029)

MOTION CARRIED.

MOVED by Lucy Cayuela and SECONDED by Linda Munro

THAT the revised Prevention of Violence in the Workplace Board Policy be adopted by the Board. (15-03-030)

MOTION CARRIED.

MOVED by David Porter and SECONDED by Frank Sullivan

THAT the revised Positive Workplace: Anti-Bullying and Harassment Board Policy be adopted by the Board. (15-03-031)

MOTION CARRIED.

2. Proposed Process and Timeline for HR Policies

At their last meeting, the HR Committee reviewed a report that updates the November 6, 2014 Memo to the Board, "Personnel Policy Review", and proposed an approach and sequence of events to update the Library's HR policies and prepare accompanying Management Guidelines. The Committee presented the proposed process to the Board with a recommendation for adoption.

The Board expressed their support of this updated timeline and process. A general desire was expressed for the creation of additional policies to support our workforce, beyond the scope of the policies identified in the Collaboration Agreement. Staff responded to queries about policy development process.

MOVED by Frank Sullivan and SECONDED by Lucy Cayuela

THAT the timeline and process for the refresh of the Library Human Resources policies, updated in the management report dated March 3, 2015 from Jacqueline van Dyk to the HR Committee, be adopted by the Board. (15-03-032)

MOTION CARRIED.

3. Proposed Director Performance Management Framework

The Library Board holds the responsibility to evaluate the performance the Director of Library Services on a regular basis and provide an annual review. As board policy delegates this work to its Human Resources Committee, the Committee must provide its recommendation to the full Board for approval. The Committee presented the Board with a report regarding establishing a performance management framework to assist the Committee in carrying out this responsibility.

HR Committee member, Lucy Cayuela reported that there was an error in the report and that the Board approved the methodology used by the HR Committee to conduct the 6-month probation review of the Director in February 2014.

After some discussion, it was made clear the HR Committee still needs more time to develop the tools for reviewing the director's performance but they will adopt the framework to assist this process.

MOVED by Frank Sullivan and SECONDED by Lucy Cayuela

THAT the Director Performance Management Framework be adopted by the Board. (15-03-033)

MOTION CARRIED.

4. Operating Policies

The Board was presented with revised and combined operating policies in the new-style Board Policy Manual format. The Board expressed approval for the updated policies as written.

MOVED by David Porter and SECONDED by Lucy Cayuela

THAT the revised MEMBERSHIP POLICY be adopted. (15-03-034)

MOTION CARRIED.

MOVED by Frank Sullivan and SECONDED by Mark Jefferson

THAT policy 3.12 LIBRARY MATERIAL PURCHASES BY LIBRARY BOARD AND STAFF be abolished. (15-03-035)

MOTION CARRIED.

5. Request to Access Surplus Funds

Councillor Doug MacKay-Dunn distributed a printed copy of an email from CFO Nicole Deveaux in which she addressed concerns regarding the process of the request to access surplus funds. As there needed to be clarity regarding the process of Council approving these requests, the Board made a decision to table the proposed motion and refer the discussion to the Finance and Infrastructure Committee (FIC). The Board assigned full authority to the FIC to make the final decision at their next meeting.

MOVED by Frank Sullivan and SECONDED by Mark Jefferson

THAT the Board refer the request to access surplus funds to the Finance and Infrastructure Committee with full authority to make a decision at their next meeting. (15-03-036)

MOTION CARRIED.

6. NVCL/NVDPL Joint Meeting

The NVDPL invited the trustees of North Vancouver City Library (NVCL) to join in the Trustee Orientation Program (TOP) training. While there was no uptake on that offer, the NVCL

Board Chair and Chief Librarian expressed a desire for the two North Vancouver library boards to hold a joint meeting. The Board expressed their support if this joint meeting to be scheduled in the near future.

MOVED by Lucy Cayuela and SECONDED by Ken Lim

THAT the Board direct the Library Director to work with the NVCL Chief Librarian, in consultation with NVDPL and NVCL Board Chairs, to identify matters of mutual interest, identify potential dates, and develop a proposed agenda for a joint meeting. (15-03-037)

MOTION CARRIED.

6. STRATEGIC DISCUSSION

1. Collaboration Agreement

Governance Committee Chair Sanford Osler provided some background information regarding the collaboration agreement between the NVDPL Board and the District of North Vancouver. He discussed the timeline and process to date. District CAO David Stuart attended the last Governance Committee meeting where he and the committee made minor adjustments to the agreement.

The final version was presented to the Board for approval. The Board expressed support of the agreement, as written.

MOVED by David Porter and SECONDED by Sanford Osler

THAT the Board direct the Chair and Director to sign the document, *“Moving Forward” – An Interim Collaboration Agreement between The District of North Vancouver and The Library Board*, as amended, on behalf of the NVDPL. (15-03-038)

MOTION CARRIED.

7. STANDING ITEMS

1. Advocacy

Committee Chair David Porter reported that the draft minutes were included for review in the agenda package. The next meetings are scheduled for April and June.

2. Updates - Committees

1. Governance

Committee Chair Sanford Osler reported that the next meeting will most likely be in June and that the draft minutes from the March 18th meeting are being drafted.

2. Human Resources

Committee Chair Mark Jefferson reported that the committee has been reviewing policies and that Cindy Rogers, DNV HR Manager, and Chris Goney, DNV HR Advisor, will attend committee meetings, as requested.

3. Finance and Infrastructure

Committee Chair Frank Sullivan reported that the next meeting is scheduled for April 9th where they plan to discuss revised finance policies and timeline, audited 2014 statements, SOFI, and use of surplus funds.

3. Updates - Affiliates

1. InterLINK

Ken Lim reported that the next InterLINK Board meeting is scheduled for March 31st. As this meeting will include an orientation session, NVDPL Alternate, David Porter, will also attend.

2. Friends of the Library

Business Manager Nicola McLaren reported that the February book sale made over \$4,800, their AGM is on April 26th, and that the next book sale is June 5 – 7th.

3. Council

Nothing to report.

9. ADJOURN TO IN-CAMERA – 8:20pm

MOVED by Doug MacKay-Dunn and SECONDED by Frank Sullivan

THAT the Board adjourns the regular board meeting and moves into in-camera for the purpose of discussing an employee relations matter. (15-03-039)

MOTION CARRIED.

Library Board Chair

Date

Director, Library Services

Date