

**REGULAR MEETING
NVDPL BOARD**



THURSDAY, APRIL 23, 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
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
Drew Jackson – Manager, Innovation & Learning (recording)
Nicola McLaren – Business Manager

REGRETS

David Porter – Trustee

Leanne Erickson – Executive Assistant

Trustee Sanford Osler led a pre-meeting discussion regarding the recent Trustee Orientation Training.

<6:30 PM - Doug Mackay-Dunn arrived at the meeting.>

1. CHAIR TO CALL MEETING TO ORDER – 6:35 PM

2. ADDITIONAL ITEMS FOR AGENDA

No additional items for agenda.

MOVED by Mark Jefferson and SECONDED by Frank Sullivan

THAT the agenda be adopted. (15-04-040)

MOTION CARRIED.

3. REPORTS

1. Board Chair

Nothing to report.

2. Director

Library Director Jacqueline van Dyk reported that the North Vancouver City Library, at their Board meeting this week is considering the idea of a joint meeting with the NVDPL Library Board.

3. Financial

Nicola McLaren reported that the Council's Budget Bylaw has passed first, second and third reading and is now waiting for final adoption.

4. CONSENT AGENDA

MOVED by Mark Jefferson and SECONDED by Frank Sullivan

THAT the Consent Agenda, excluding items 4.2.3 and 4.3.3, be adopted;

AND THAT the Regular Minutes of the Board – March 26, 2015 are approved. (15-04-041)

MOTION CARRIED.

4.2.3 – Director's Report- Quarterly Strategic Update

Trustee Sanford Osler raised a question about the Quarterly Strategic Update. He referenced the Library Director's goals for the year, and asked how goal #1 would be achieved, to develop strategies and measurable outcomes. Jacqueline van Dyk confirmed that establishing benchmarks for outcomes was included in the 2015 Work Plan attached to the Quarterly Strategic Update. She noted that all libraries are wrestling with how to measure the value of the work that libraries such as NVDPL are doing more of, related to learning and engagement with communities. Sanford expressed interest in the Board helping to develop outcome measures and establish criteria to decide what initiatives to move forward with.

4.3.3 – Use of Surplus Update

Trustee Mark Jefferson sought clarification on a point arising from Use of Surplus Authorization. It was clarified that the FIC motion was to approve a budget allocation of 2015 surplus funds for the stated expenditures and allow for a general allocation of surplus to fund up to \$50,000 in any additional expenditures in 2015. A further Board motion would be required to approve the use of surplus to fund any actual expenditures from the general surplus allocation.

5. BOARD ACTION ITEMS

1. Motion Required

1. Finance Committee Terms of Reference

Trustee Mark Jefferson inquired about the context of the deleted passage in the proposed Terms of Reference for the Finance and Infrastructure Committee relating to the council representative and conflict of interest. FIC Chair Frank Sullivan explained that previous council representative Alan Nixon had drafted that passage and other Committee members had accepted it. When the passage was raised at the April 9, 2015 FIC meeting, the Committee welcomed the revision.

Trustee Sanford Osler initiated a discussion about the paragraph in the proposed Terms of Reference, dealing with the CFO's ability to attend at FIC and Library Board meetings. The Board was in agreement that as the Collaboration Agreement addresses the CFO's ability to attend Library Board meetings, the FIC Terms of Reference do not need to include that passage. The sentence should be revised to read: *"The CFO will receive all FIC agendas and minutes, and may attend any FIC meeting to participate in discussions or make recommendations or presentations."*

MOVED by Mark Jefferson and SECONDED by Sanford Osler

THAT the updated Terms of Reference for the Finance and Infrastructure Committee be adopted, as amended. (15-04-042)

MOTION CARRIED.

2. 2014 Audited Financial Statement and Statement of Financial Information (SOFI)

Trustee Lucy Cayuela requested an explanation of surplus funds. Nicola McLaren clarified the elements that make up the accumulated surplus.

Sanford Osler initiated a discussion of the relationship between the change in equity in tangible assets and the operating surplus.

Sanford Osler initiated a discussion of the annual deficit.

MOVED by Doug MacKay-Dunn and SECONDED by Frank Sullivan

**THAT the Audited Financial Statements for the year ended December 31, 2014 be approved;
AND THAT the Statement of Financial Information (SOFI) for the year ended December 31, 2014 be approved.** (15-04-043)

MOTION CARRIED.

3. Library Board Budget Allocations

The Board consensus is to maintain membership in the British Columbia Library Trustees Association.

ACTION: Management will develop a micro-budget for the Board on the Board expenditures budget.

6. ADVOCACY COMMITTEE OF THE WHOLE

MOVED by Lucy Cayuela and SECONDED by Ken Lim

THAT the Board resolves itself into a committee of the whole for the work of the Advocacy Committee. (15-04-044)

MOTION CARRIED.

<8:05pm – Advocacy Committee of the Whole to Rise and Report .>

Presiding Committee Chair Linda Munro provided the full Board with a summarization of the Advocacy Committee of the Whole meeting.

7. STANDING ITEMS

1. Updates - Committees

1. Governance

Governance Committee Chair Sanford Osler requested that Committee chairs take note of suggestions for the Board put forward by Trustees who attended the Trustee Orientation Program. These items are:

- Diversify fundraising (Advocacy Committee)
- Invite new councillors for library orientation (Advocacy Committee)
- Communicate vision to a greater extent – e.g., should be prominent on the Library website (full Board)
- Submit Library budget to municipal council, having liaised with municipal staff (FIC Committee)
- CEO succession planning (HR Committee)
- Performance reporting relative to peer libraries (Governance Committee)
- More involvement with strategic issues (full Board)
- Better understanding of how surplus is affected by capital items (FIC Committee)

Sanford Osler invited trustees who are currently serving the second of their two-year term to have a discussion with Board Chair Matt DeBock about their willingness to continue as a Board member in 2016, and any thoughts they may have about their role on the Board.

2. Human Resources

HR Committee Chair Mark Jefferson reported on the HR Committee's recent meeting.

3. Finance and Infrastructure

FIC Committee Chair Frank Sullivan reported on the FIC's April 9, 2015 meeting.

2. Updates - Affiliates

1. InterLINK

Trustee Ken Lim reported that InterLINK is undertaking a governance review and conducting communication skills workshops for library staff. Director Jacqueline van Dyk confirmed that several NVDPL staff members are participating in these workshops.

2. Friends of the Library

Nicola McLaren reported that the Friends of the Library AGM has been moved to Sunday May 10, 2015, and that the Friends have added a Communications Coordinator position to their Executive to spearhead their social media and other communication.

3. Council

Councillor Doug Mackay-Dunn reported that the Collaboration Agreement has been signed.

9. ADJOURN TO IN-CAMERA – 8:20 PM

MOVED by Lucy Cayuela and SECONDED by Linda Munro

THAT the Board adjourns the regular board meeting and moves into in-camera for the purpose of discussing a legal matter. (15-04-045)

MOTION CARRIED.

Library Board Chair

Date

Director, Library Services

Date