



## REGULAR MEETING of the NVDPL BOARD

THURSDAY, SEPTEMBER 22, 2016 – 6:00 PM

Lynn Valley Library – Program Room, 1<sup>st</sup> Floor  
1277 Lynn Valley Road, North Vancouver, BC

# MINUTES

### ATTENDEES

#### Library Board

Linda Munro – Vice-Chair  
David Porter – Board Chair *(joined via Teleconference)*  
Allison Rzen – Trustee  
Ken Lim – Trustee  
Kristine Mactaggart Wright – Trustee *(joined via Teleconference)*  
Jim Hanson – Trustee / Council Rep.  
Mark Jefferson – Trustee  
Mike Little – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Adam Farrell – Manager, Innovation & Learning  
Alison Campbell – Manager, Community Connections  
Deborah Hudson – Business Manager  
Leanne Erickson – Executive Assistant  
Meghan Crowe – Communications/Events Coordinator

### REGRETS

#### Library Board

Phil Webber – Trustee

#### Library Staff

Corinne McConchie – Manager, Collection Management and Access

### 1. VICE-CHAIR WELCOMED AND CALLED MEETING TO ORDER – 6:03 PM

### 2. ADDITIONAL ITEMS FOR AGENDA

Vice Chair Linda Munro proposed that items **5.1.4 – NVDPL Board Strategic Plan 2017-2019 Update** and **6. Advocacy Committee of the Whole** be moved to **2.1** and **2.2** respectively, as Trustee Mike Little needed to leave the meeting at 6:30pm. All were in favour.

**MOVED by Mark Jefferson and SECONDED by Ken Lim**

**THAT the Agenda be approved, as amended.** (16-09-01)

**MOTION CARRIED.**

### 2.1 NVDPL Board Strategic Plan 2017-2019 Update

Linda Munro reported that the Governance Committee reviewed the draft Strategic Plan at their meeting on Sept. 14<sup>th</sup> and made the decision to recommend the final draft to the Board for approval. Mike Little added that Consultant Michael Shoop joined the meeting via teleconference to weigh in on the discussion with the Committee.

In response to a query from Trustee Ken Lim on the detail of the final draft and if it was meant for distribution to the public, the Committee stated that a high-level, condensed document is being prepared for the public, and that the content was presented in Appendix II of attachment 5.1.4.

The Board expressed approval of the final draft of the comprehensive internal version and the proposed content for the public document of the NVDPL Strategic Plan 2017-2019.

**MOVED by Mike Little and SECONDED by Allison Rzen**

**THAT the draft NVDPL Strategic Plan for 2017-2019 be approved by the Board.** (16-09-02)

**MOTION CARRIED.**

## **2.2 ADVOCACY COMMITTEE OF THE WHOLE**

**MOVED by Allison Rzen and SECONDED by Ken Lim**

**THAT the meeting move to the ADVOCACY COMMITTEE of the whole.** (16-09-03)

**MOTION CARRIED.**

*<Advocacy Committee of the Whole to Rise and Report – 6:22 PM>*

## **3. REPORTS**

### **3.1 Board Chair**

Nothing further to report as Board Chair David Porter provided an update during the Advocacy Committee of the Whole meeting.

### **3.2 Director, Library Services**

Jacqueline van Dyk shared the final draft of the 2015 Annual Report and stated that each trustee will receive a copy via mail or for pick up at the nearest branch. She provided an update on the Lions Gate Community Centre project where an express library will be included. This facility is set to have an art room, boardroom/multi-purpose room, and spaces for seniors, youth, and families.

*<Trustee Mike Little left the meeting at 6:30 PM>*

**4. CONSENT AGENDA**

**MOVED by Ken Lim and SECONDED by Mark Jefferson**

**THAT the consent agenda be adopted, including the following motion:**

- **THAT the Finance & Infrastructure Committee's revised Terms of Reference be approved and adopted.**

**AND THAT the regular minutes of the Board – June 23, 2016 are approved.** (16-09-04)

**MOTION CARRIED.**

**5. BOARD ACTION ITEMS**

**5.1 Motion Required**

**5.1.1 Finance Policy and Management Guideline Update**

*B-FIN-12 Procurement, Purchasing, And Payment Approval*

Jim Hanson reported that the Finance & Infrastructure Committee passed a motion to recommend this updated policy and management guideline to the Board for approval.

The Board expressed approval of the updated policy and management guidelines, as presented.

**MOVED by Ken Lim and SECONDED by Allison Rzen**

**THAT the updated B-FIN-12 PROCUREMENT, PURCHASING & PAYMENT APPROVAL be recommended to the Board for approval and adoption;**

**AND THAT existing 6.1 SIGNING AUTHORITY be removed.** (16-09-05)

**MOTION CARRIED.**

**5.1.2 Operating Policy Update**

*B-OP-08 Community Information*

Jacqueline van Dyk reported that this policy was updated to provide guidance for handling requests from groups who wish to place a table in the library to inform patrons of their organization.

The Board expressed approval of the updated policy, as presented.

**MOVED by Mark Jefferson and SECONDED by Allison Rzen**

**THAT the updated policy B-OP-08 COMMUNITY INFORMATION be approved and adopted.**

(16-09-06)

**MOTION CARRIED.**

### 5.1.3 Governance Board Guideline Updates

#### a) BG-GOV-01.4 Duties And Responsibilities of the Library Board

Jacqueline van Dyk reported that this new board guideline articulating core duties and responsibilities of the NVDPL Board was reviewed by the Governance Committee at their last meeting on September 14. The guideline information was adopted from a similar document included in the NVDPL Board Trustee Orientation Package given out in January 2016.

The Board expressed approval of the new board guideline, as presented.

**MOVED by Allison Rzen and SECONDED by Ken Lim**

**THAT BG-GOV-01.4 DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD be approved and adopted.** (16-09-07)

**MOTION CARRIED.**

#### b) BG-GOV-01.5 Conducting Board Business by Email

Jacqueline van Dyk stated that this new guideline came about after it was noted that there was no procedure in place during the Board's summer and winter breaks. This new board guideline, which was reviewed by the Governance Committee at their last meeting, would provide a mechanism to bring pressing business forward for a decision during such times.

After some discussion, the Board requested that the following edits be made:

- Under 'OVERVIEW'
  - Item 4 will read, "Background information and the proposed motion will accompany the email poll request. Attempts to verify all members' receipt of the email poll receipt will be made, including follow-up by telephone."
  - Item 5 will read, "Should two (2) members declare a preference for an in-person meeting to discuss the item, the Chair shall call a special meeting, conference call or defer to the next regular meeting."

**ACTION: Library staff will make the requested amendments to BG-GOV-01.5 CONDUCTING BOARD BUSINESS BY EMAIL.**

**MOVED by Kristine Mactaggart Wright and SECONDED by Jim Hanson**

**THAT BG-GOV-01.5 CONDUCTING BOARD BUSINESS BY EMAIL be approved and adopted, as amended.** (16-09-08)

**MOTION CARRIED.**

## 5.2 For Discussion

### 5.2.1 Trustee Recruitment Fall 2016

Linda Munro reported that the Trustee Recruitment Open House is scheduled for the evening of Tuesday, October 4 and noted that she will be attending, along with Trustees Allison Rzen and Mike Little. She extended the invitation to the rest of the Board and encouraged them to share this opportunity with anyone they see as a potential candidate for NVDPL Trustee.

Jacqueline van Dyk added that a member from the Friends of the Library will be in attendance and provided a summary of how the evening's agenda.

In response to a question from Allison Rzen regarding the specific attributes the Board is looking for in 2017, Jacqueline reported that ideally, a new trustee should have a background in Finance. She added that the Governance Committee usually conducts this evaluation of required/desired skills and experience for trustees, but that it has not been completed as the Trustee Recruitment policy is still in development.

### 5.2.2 Board Annual Review

Linda Munro reported that the Governance Committee discussed the annual review of the NVDPL Board at their last meeting, where they reviewed the results from the 2015 survey. She added that the Committee decided to change the name from "Board Self-Evaluation" to "Board Annual Review".

After some discussion, the Board requested that the following changes be made to the Board Annual Review Survey:

- Questions 1 – 4
  - Add "Neutral" to the answer options
  - Include 'Comments' section for each question section
- Question 5
  - Change answer options to "Poor / Needs Improvement / Neutral / Good / Excellent"

***ACTION: Library Staff to make requested amendments to the Board Annual Review Survey.***

**MOVED by Ken Lim and SECONDED by Allison Rzen**

**THAT the Board approves the assessment survey to be used in the 2016 review process, as amended.** (16-09-09)

**MOTION CARRIED.**

## 6. ADVOCACY COMMITTEE OF THE WHOLE – *Moved to 2.2*

## **7. STANDING ITEMS**

### **7.1 Updates – Committees**

#### **7.1.1 Governance**

Committee Member Linda Munro stated that there was no additional update as the information was provided throughout the meeting.

#### **7.1.2 Human Resources**

Committee Chair Mark Jefferson reported that the next meeting is scheduled for Monday, Oct. 3<sup>rd</sup>.

#### **7.1.3 Finance and Infrastructure**

Committee Chair Jim Hanson reported that they last met on July 13<sup>th</sup> and that their next meeting is scheduled for October 20<sup>th</sup>. He added that DNV Director of Financial Services Andy Wardell was in attendance.

In addition to the finance policy presented to the Board for approval, they decided to recommend that the Board pass a motion to re-invest back into the Library Endowment Fund any monies received in interest in 2016 from the Fund's managing body, the North Shore Community Foundation. As the Board required more information to be able to pass such a motion, the item was tabled to a meeting later in the year.

### **7.2 Updates – Affiliates**

#### **7.2.1 InterLINK**

Board Chair David Porter stated that at the last meeting he attended in May, InterLINK had approved their Strategic Plan and that he had not been able to attend the June meeting.

Jacqueline van Dyk added that Ken Lim will be attending the next meeting that is scheduled for Tuesday, September 27<sup>th</sup>.

#### **7.2.2 Friends of the Library**

Jacqueline van Dyk reported that the Friends of the Library have recently recruited some new members. The group organized a 'pop up sale' at Parkgate that made \$100. The next book sale is scheduled for Oct. 21<sup>st</sup> – 23<sup>rd</sup>.

#### **7.2.3 Council**

Council Representative Jim Hanson reported that there have been no library topics discussed at recent Council meetings. Their energy has been focused on affordable housing. He added that he commends the Board on their upcoming presentation to Council on Oct 24<sup>th</sup>.

**8. IMPORTANT UPCOMING DATES**

Trustees noted the important upcoming dates listed in the Agenda.

**9. ADJOURN – 7:27 PM**

**MOVED by Allison Rzen and SECONDED by Mark Jefferson**

**THAT the regular meeting of the NVDPL Board be adjourned.** (16-09-10)

**MOTION CARRIED.**

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Library Board Chair

Date

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Director, Library Services

Date