

## REGULAR MEETING NVDPL LIBRARY BOARD

THURSDAY, NOVEMBER 13, 2014 – 6:00 PM  
*Lynn Valley Library – Boardroom*  
300-1277 Lynn Valley Road, North Vancouver, BC



# MINUTES

### PRESENT

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#### Library Board

Frank Sullivan – Vice-Chair (Presiding Chair)  
Lucy Cayuela – Chair  
Alan Nixon – District Councillor  
Fiona Kelly – Trustee  
Gopi Chande – Trustee  
Ken Lim – Trustee  
Mike McGraw – Trustee  
Sanford Osler - Trustee

#### Management/Staff

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

### REGRETS

Matt DeBock - Trustee

Madeline Kozak – Communications/Events Coordinator

#### 1. PRESIDING CHAIR CALLED MEETING TO ORDER - 6:02 PM

#### 2. ADDITIONAL ITEMS FOR AGENDA

No additional items.

**MOVED by Alan Nixon and SECONDED by Mike McGraw**

**THAT the agenda be adopted.**

**MOTION CARRIED.**

#### 3. REPORTS

##### 1. Board Chair

Vice-Chair, Frank Sullivan reported that this was the last meeting with this Board as Alan Nixon is retiring and Fiona Kelly, Gopi Chande, and Mike McGraw will not be serving in 2015. He also mentioned that there may be a brief board meeting just before the December 11<sup>th</sup> Christmas Party if a motion to approve the 2015 budget is required. The Board can expect any pertinent documents the week prior so they are well informed on the subjects being discussed.

**2. Financial – YTD September 2014**

Nicola McLaren reported that it has now been confirmed by Rick Danyluk at the District that they will increase funding to cover increased common area costs charged by the property manager regarding the Lynn Valley Library.

The Board requested some additional information be provided on the monthly cover memo from Nicola, going forward.

***ACTION: Nicola McLaren will add the following to the Financial Report cover memos:***

- 1. Current month (above/below budget)***
- 2. Year to date (above/below budget)***
- 3. Budget variation projection to year end***

**MOVED by Alan Nixon and SECONDED by Gopi Chande**

**THAT the Financial Report (YTD - Sept. 2014) be accepted.**

**MOTION CARRIED.**

**4. CONSENT AGENDA**

**MOVED by Gopi Chande and SECONDED by Fiona Kelly**

**THAT the Consent Agenda be adopted, AND THAT the Regular Minutes of the Board – October 9, 2014 are approved.**

**MOTION CARRIED.**

**5. BOARD ACTION ITEMS**

**1. Motion Required**

- 1. Approve revised July 2014 Regular Minutes**

Revised minutes from the July 2014 meeting were presented for re-approval.

**MOVED by Gopi Chande and SECONDED by Alan Nixon**

**THAT the revised July 2014 Regular Minutes of the Board be approved.**

**MOTION CARRIED.**

**2. “Grace and Favour” Early Closure**

This motion was originally included in the Consent Agenda at the January 2014 meeting, which represented an error of process. The motion was brought to the Board once again, to ensure the correct approval process is followed.

**MOVED by Sanford Osler and SECONDED by Ken Lim**

**THAT the Library Board approve the 2014 Closure Dates including the Christmas Eve and New Year’s Eve early closures.**

**MOTION CARRIED.**

**3. Fines and Fees – Annual Review**

Nicola McLaren presented the Board with a revised Policy 3.13 – Charges and Fees and asked for their adoption. The Board expressed approval for the Policy revisions as written.

**MOVED by Alan Nixon and SECONDED by Sanford Osler**

**THAT the proposed revised and updated wording of Policy 3.13 – Charges and Fees, be adopted, AND THAT fines and charges remain unchanged from 2013 levels.**

**MOTION CARRIED.**

**4. Computer Lease Buyout / Self-Checkouts**

Jacqueline van Dyk reported that the funds for the computer lease buyout and purchase of new self-checkouts will come from the approved capital budget for 2014. As these proposed capital budget expenditures are in excess of \$10,000, Board approval is required.

**MOVED by Ken Lim and SECONDED by Mike McGraw**

**THAT the existing lease for 78 staff and patron computers be bought out at a cost of \$15,004 (including taxes). This cost is to be allocated to the 2014 capital budget previously described as “unallocated technology refresh”,**

**AND**

**THAT the 8 self-checkout machines in use at all 3 NVDPL libraries be upgraded to 3M technology at a total cost of up to \$72,200, to be allocated to the 2014 capital budget previously described as “unallocated technology refresh”.**

**MOTION CARRIED.**

## 5. HR Committee Terms of Reference

The HR Committee met on November 3, 2014 to discuss its Terms of Reference and approaches to the review of library personnel policies. The recommended HR Terms of Reference, along with the current Terms of Reference, was presented for the Board's consideration and adoption.

After some discussion, the following changes are to be made:

“Reviewing the Library’s Personnel policy and any other polices that may involve or impact human resource management and development” will be changed to **“Reviewing the content and scope of the Library’s Personnel policy and any other polices that may involve or impact human resource management and development”**

**MOVED by Gopi Chande and SECONDED by Alan Nixon**

**THAT the revised Human Resources Committee Terms of Reference, as amended, be adopted.**

**MOTION CARRIED.**

## 6. Advocacy Committee Terms of Reference and Advocacy Approach

To support this critical work of the Board, the Governance Committee requested that management present a recommended Terms of Reference for the Advocacy Committee, and an approach for advocacy work. The Board was presented these documents for consideration and adoption.

After some discussion, it was felt that a board advocacy workshop would be beneficial in the new year. A decision was made to table the adoption of the proposed Terms of Reference to allow for some more discussion on the matter with the new Board.

## 2. For Discussion

### 1. 2015 Chair, Vice-Chair and Committee Appointments

The Board discussed the upcoming nomination for Chair, Vice-Chair and Committee appointments that will occur at the first regular meeting of the Board on January 22, 2015.

Since there will be three new trustees and one new council representative, a decision was made to have a special meeting before the regular meeting of the Board to allow everyone to get acquainted with each other. This will ensure the trustees can make informed decisions when it comes to nominations of the vacant positions within the Board.

***ACTION: Staff are to organize an orientation/social gathering for staff, current, and new board trustees to meet each other for the second week of January 2015.***

## **6. STRATEGIC DISCUSSION**

### **1. Staff Cultural Values Survey**

Jacqueline van Dyk gave a presentation on the Staff Cultural Values Survey which will be used in facilitating the upcoming All Staff Workshop on Dec. 9<sup>th</sup>.

### **2. Outcome of Roles & Responsibilities Meeting**

The Board discussed the July 2012 Roles & Responsibilities document and the impact of this agreement on Library governance and the relationship with the District Hall. As more complete understanding is obtained of the impacts of the July 2012 document, the Board expressed a desire to explore the possibility of revising this agreement over the coming year or two to re-establish the Board's governance role.

## **7. STANDING ITEMS**

### **1. Advocacy**

#### **1. 50<sup>th</sup> Anniversary Book Launch Soiree**

Jacqueline van Dyk updated the Board on the upcoming Book Launch Soiree.

### **2. Updates - Committees**

#### **1. Governance**

Committee Chair Sanford Osler reported on the Trustee Open House and the subsequent interviews with the applicants. The District has yet to reveal if they will accept our recommendations. Most likely, the decisions will be made after the municipal election on Saturday, November 15, 2014.

#### **2. Human Resources**

Committee Chair Mike McGraw reported that the HR Committee met on November 3<sup>rd</sup>. At this meeting they laid out the work plan for the HR policy review and drafted new Terms of Reference.

#### **3. Finance and Infrastructure**

Committee Chair Frank Sullivan reported that the FIC conducted the annual review of Policy 3.13 – Charges and Fees. The Board had a brief discussion regarding the 2015 capital budget requests. Some of the priorities identified in the Library's capital budget requests include an update to the Horizon software and server; replacing security gates at all 3 branches to 3M technology to match the new 3M self-checkout machines; upgrade, patron copiers/scanners; and a PC refresh for 78 staff and patron computers nearing end of life.

**3. Updates - Affiliates**

**1. School Board**

Mike McGraw discussed the upcoming municipal election in which new School Board Trustees will be appointed. The School Board has been focusing on getting back into routine following the labour dispute. He also reported on the requested full replacement of Argyle school and the School Board's Community Engagement process.

**2. InterLINK**

Ken Lim reported the InterLINK meeting is scheduled for next week.

**3. Friends of the Library**

Nicola McLaren reported that the last meeting was held in mid-October and that the book sale brought in approximately \$4,200. Some of the 'Friends' volunteered to help out at the Giller Prize event and offered a 'salmon people' print as a prize in the raffle.

**4. Council**

Councillor, Alan Nixon reported that Council is expected to vote on the Larco development in Lower Capilano which includes a library component. He also recommended that new council members be educated on how the Library Board works as it's a fundamental and valued part of the community.

**9. ADJOURN TO IN-CAMERA – 8:56 PM**

**MOVED by Mike McGraw and SECONDED by Ken Lim**

**THAT the regular meeting of the Board be adjourned AND THAT the in-camera meeting begins.**

**MOTION CARRIED.**

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**Library Board Chair**

**Date**

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**Director, Library Services**

**Date**