

GOVERNANCE COMMITTEE MEETING NVDPL LIBRARY BOARD

THURSDAY, NOVEMBER 26, 2014 – 6:00 PM
Lynn Valley Library – Boardroom
300-1277 Lynn Valley Road, North Vancouver, BC



North Vancouver District
Public Library

MINUTES

PRESENT

Committee Members

Matt DeBock – Vice-Chair (Presiding Chair)
Ken Lim – Trustee
Lucy Cayuela – Ex-Officio

Management/Staff

Jacqueline van Dyk – Ex-Officio/Director, Library Services
Barbara Kelly – Manager, Community Engagement
Leanne Erickson – Executive Assistant (recording)

REGRETS

Sanford Osler – Chair
Alan Nixon – District Councillor

1. PRESIDING CHAIR CALLED MEETING TO ORDER AND ADOPTED AGENDA – 6:08 PM

MOVED by Lucy Cayuela

THAT the Agenda be adopted.

MOTION CARRIED.

2. APPROVAL OF PREVIOUS MINUTES

1. **Governance Meeting Minutes from September 4, 2014**

MOVED by Ken Lim

THAT the Governance Committee Meeting Minutes from September 4, 2014 be approved.

MOTION CARRIED.

3. REVIEW BOARD POLICIES

1. **Review proposed Operating Policy 3.5**

The Committee was presented with a proposed draft of the updated Policy 3.5 – Services for their review. The Committee expressed support of the new policy, as written.

MOVED by Ken Lim

THAT the Governance Committee recommends the proposed new Policy 3.5 – Services to the Board at the next regular meeting.

MOTION CARRIED.

2. Review Operating Policies timeline

The Committee was presented with a timeline of prioritized operational policies for review. The review will be performed as outlined in the Criteria and Strategy for Policy Review document, approved by the Board at the September 2014 meeting. It was proposed that all remaining sections are reviewed in the order that they appear in the manual, unless there is an emergent need or issue to be addressed. The Committee expressed approval of the timeline, as presented.

MOVED by Lucy Cayuela

THAT the Governance Committee is to recommend the proposed Operating Policies Review Timeline to Board at the next regular meeting.

MOTION CARRIED.

3. Status of reviews of Finance and Personnel Policies

The Committee was informed that there has been no update on the Personnel policies and Finance policies, pending discussions with DNV.

4. TRUSTEE RECRUITMENT FOR 2015

1. Update re: progress to date

Jacqueline van Dyk reported that the trustee recommendations from the Board were sent to the DNV's Advisory Oversight Committee (AOC) in late October as per their requested deadline. Library appointment decisions have not yet been made.

5. BOARD ORIENTATION

1. Planning of January 8 Orientation Meeting

Jacqueline van Dyk reported on the preliminary plans for the Trustee Orientation meeting that is tentatively scheduled for Thursday, January 8th. This social event will be an opportunity for the new trustees to meet current trustees and staff before the first regular board meeting and elections on January 22nd. In addition, the Board will be provided with high-level information regarding the structure and overview of the Board and Committees, along with challenges for the year.

ACTION: Staff is to further develop the program for Trustee Orientation event.

2. Election process for Chair and Vice-Chair

The Committee discussed the upcoming elections that will take place the first regular meeting of the Board on January 22nd, 2015. The election will be chaired by the Library Director using the double-blind process with secret ballots.

6. BOARD DEVELOPMENT

1. Review results of self-assessment survey

The Committee discussed the results of the 2014 self-assessment survey. There were six participants in the survey and all were board members.

ACTION: Staff will include the results of the 2014 Self-Evaluation Survey in the package for the January 2015 meeting.

2. Board development priorities for 2015

The Committee discussed the major board development priorities for the 2015 term. Since there will be three new Trustees and a new Council Representative, a decision was made to host one of the BCLTA's Trustee Orientation Program (TOP). The intent is to have all board members and the Library Director attend this training session. The invitation will be extended to the other North Shore Library Boards and their Chief Librarians.

MOVED by Lucy Cayuela

THAT the Governance Committee recommends a TOP trainer be brought in to facilitate a training session for NVDPL's full Board and Library Director early in the 2015 term.

MOTION CARRIED.

7. STRATEGIC FRAMEWORK

1. Update on process

Jacqueline van Dyk reported that an update was provided to the Board in the package for the November 13th meeting. This report included an update on developing the model to measure key performance Indicators and outcomes with the intent to further develop and present for a fulsome discussion at the March 2015 Board meeting. The management team is working within their departments to ensure their efforts will positively impact the success of the Strategic Framework.

8. RISK ASSESSMENT

1. Update re: progress to date

Jacqueline van Dyk presented the Committee with a memo from Business Manager Nicola McLaren titled "Rough notes on Risk Assessment for Libraries". The Committee agreed that the memo was an excellent overview of considerations and that it would be informative to the new trustees.

9. OTHER BUSINESS

No other business to discuss.

10. NEXT MEETING

1. February / March (TBD after January meeting)

The date of the next Governance Committee meeting will need to be decided upon after the inaugural meeting of the 2015 term after the new committee members are appointed.

ACTION: Once the new committee members have been appointed at the January 22, 2015 meeting, Leanne Erickson will send out a poll to determine the date of the 1st Quarter Governance Committee meeting.

ADJOURN – 7:25 PM

MOVED by Lucy Cayuela

THAT the Governance Committee meeting be adjourned.

MOTION CARRIED.

Governance Committee Chair

Date

Director, Library Services

Date