



## REGULAR MEETING of the NVDPL BOARD

THURSDAY, NOVEMBER 24, 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  
Allison Rzen – Trustee  
Ken Lim – Trustee  
Kristine Mactaggart Wright – Trustee  
Jim Hanson – Trustee / Council Rep.  
Mark Jefferson – Trustee  
Mike Little – Trustee  
Phil Webber – Trustee (via TLCF)

#### 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

### REGRETS

#### Library Board

David Porter – Board Chair

#### Library Staff

Corinne McConchie – Manager, Collection Services  
Meghan Crowe – Communications/Events Coordinator

1. VICE-CHAIR CALLED MEETING TO ORDER – 6:04 PM

2. ADOPTION OF AGENDA

MOVED by Mark Jefferson and SECONDED by Mike Little

THAT the agenda for the November 24, 2016 regular meeting of the Board be adopted. (16-11-01)

MOTION CARRIED.

3. STANDING REPORTS

3.1 Board Chair

Vice Chair Linda Munro had nothing to report.

3.2 Director's Report

Library Director Jacqueline van Dyk brought attention to the handout 'Inspiring Stories', which describes a unique program, promoting early literacy through rhyme. Parent-Child Mother Goose sessions were held at the Lynn Valley Care Centre, an assisted living facility for seniors with complex care needs.

She then provided a brief update on the Lynn Valley Circulation Renovation and passed around the small scale 3D printed model that was supplied by the architect.

### **3.3 Financial**

Business Manager Deborah Hudson provided a verbal report, noting that the October 2016 Month-end Report showed that the Library Budget is on track. Highlights included that a surplus is anticipated for 2016 due to staff vacancies, and that \$51,000 of the current unspent Board Surplus has now been transferred to two 1-time projects: Public Internet (\$30k) and the PA System (\$21k).

## **4. CONSENT AGENDA**

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

**THAT the consent agenda be adopted;**

**AND THAT the minutes of the regular meeting of the Board – October 27, 2016 be approved.**

(16-11-02)

**MOTION CARRIED.**

## **5. BOARD ACTION ITEMS**

### **5.1 Motion Required**

#### **5.1.1 Operating Policy Update**

##### ***B-OP-13 REGULATION OF BORROWING PRIVILEGES: FINES, FEES, AND CHARGES***

Jacqueline van Dyk reported that this policy is reviewed, and updated if needed, every November, and that we aim to align with other libraries' fines and fees.

In response to an inquiry regarding the new fax services from Trustee Allison Rzen, Manager of Innovation & Learning Adam Farrell stated that the library has quite a demand for the service as patrons submit government applications via fax. He added that according to the recent community survey, patrons requested a multi-functional device that offers scanning, printing, faxing, etc.

Trustee Phil Webber suggested some possible wording changes to the policy. After some discussion, it was decided that the following change be made:

- ***To set the fines, fees and charges associated with the use of Library materials and spaces.***

***ACTION: Library staff will make requested edits to policy B-OP-13 REGULATION OF BORROWING PRIVILEGES, FEES, AND CHARGES.***

**MOVED by Mark Jefferson and SECONDED by Kristine Mactaggart Wright**

**THAT the Library Board approve the amended policy B-OP-13 REGULATION OF BORROWING PRIVILEGES including the Appendix A: Fines, Fees and Charges, as amended. (16-11-03)**

**MOTION CARRIED.**

#### **5.1.2 Library Closure Dates for 2017**

Jacqueline van Dyk reported that the Board is asked to review the closure dates and pass the motion to approve each year. She noted that this process was late for 2016 and that the motion was passed at the January meeting when it should have been November 2015. She added that as of two years ago the Lynn Valley Library opens for the afternoon on the Family Day Statutory Holiday.

**MOVED by Ken Lim and SECONDED by Phil Webber**

**THAT the Library Board approve the 2017 closure dates and times;**

**AND THAT the Board approve the system-wide half day closure of the Library, for an all-staff workshop, to be scheduled in December 2017 on a date that maximizes staff attendance and minimizes disruption to the public. (16-11-04)**

**MOTION CARRIED.**

## **5.2 For Discussion**

### **5.2.1 Non Traditional Circulation Collections**

Vice Chair Linda Munro asked Trustee Mike Little to speak to this topic as it was raised originally at the October meeting, but was tabled due the meeting going over the allotted time. Mike Little reported that having a portable engraver available to NVDPL patrons would give the library an opportunity to partner with a community organization. The local policing offices have been offering use of their engraver for people to bring in their valuables to property-mark, but have had few people use the service. This could be due to the fact the items need to be brought into them.

NVDPL has potential to aid in this endeavour since there are three service points and thousands of regular visitors. If the Library were to acquire the portable engravers and lend them out, the service could receive good visibility.

The Board asked Library Staff to explore the possibility of adding this to NVDPL's collection, including researching anticipated costs, training, insurance, waivers, etc. Mike Little added

that the Manager, Collections Services, would make the final decision on this type of collection item.

**ACTION: Library Staff will explore the non-traditional collection item of a portable engraver and present a business case to the Board on the findings.**

<At this point in the meeting, the Board decided to amend the agenda as follows:

- **Item 5.2.3 North Shore Community Foundation would be placed at 5.2.2**
- **Item 5.2.2 Board Annual Review – Results would be placed at 5.2.3**

All agreed.>

### **5.2.2 North Shore Community Foundation**

The Finance and Infrastructure Committee (FIC) has asked the Board to pass a motion to reinvest the funds raised in interest in 2016 back into the endowment fund which is managed by the North Shore Community Foundation. The Board expressed approval of reinvesting the funds received in interest.

The Board then discussed how to potentially raise awareness for the endowment fund, in the hopes of building it in the New Year. It was decided that this would be discussed further, early in the 2017 term, when the two new trustees have joined the NVDPL Board.

**MOVED by Allison Rzen and SECONDED by Jim Hanson**

**THAT the NVDPL re-invest back into the Library Endowment Fund \$688.00 received in interest in 2016 from the Fund's managing body, the North Shore Community Foundation. (16-11-05)**

**MOTION CARRIED.**

<Trustee Mike Little left the meeting at 6:51pm>

### **5.2.3 Board Annual Review 2016 – Results**

The Board discussed the results of their 2016 Annual Review and shared their thoughts on the findings. It was agreed that there was a notable improvement compared to the 2015 results, with ratings and comments reflecting a more positive assessment of both the Board's work and its relationship with the Director of Library Services. Phil Webber noted that there were a lot of interesting comments and questioned whether there was a need to take action on any of the points, or to move ahead without any formal action. Mark noted that there were not that many concerns, and that most of the comments were simply personal reflections. Kristine added that the 2016 Board Annual Review indicated things were going very well, and cautioned against looking for problems. After some discussion, it was decided that the Governance Committee would review the 2016 Board Annual Review

to determine whether there were any actions arising, and that the Committee would report their findings and any recommendations back to the Board.

***ACTION: The 2017 Governance Committee will review the 2016 Board Annual Review to determine any actions arising, and will report findings and any recommendations back to the 2017 Board.***

## **6. ADVOCACY COMMITTEE OF THE WHOLE**

**MOVED** by Kristine Mactaggart Wright and **SECONDED** by Mark Jefferson

**THAT** the meeting move to the **ADVOCACY COMMITTEE OF THE WHOLE.** (16-11-06)

**MOTION CARRIED.**

## **7. STANDING ITEMS**

### **7.1 Updates – Committees**

#### **7.1.1 Governance**

Committee Chair Phil Webber provided the Board with a brief summary of the work completed in 2016, including an update on the Trustee Recruitment Policy and Risk Management Policy.

#### **7.1.2 Human Resources**

Committee Chair Mark Jefferson shared an update on the Director's Evaluation, noting that they require some more time to complete the final evaluation and that there will need to be an in-camera meeting to complete this process in the next week or so. He added that in the future the HR Committee would like the opportunity to reach out to staff and external partners so their feedback could aid in the Director's Evaluation.

***ACTION: Executive Assistant Leanne Erickson will send out a Doodle Poll to the full Board to determine the date of the In-Camera meeting in December 2016 for the purpose of completing the Director's Evaluation.***

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

Committee Chair Jim Hanson stated that there was nothing to report as the Committee last met October 19, 2016.

### **7.2 Updates – Affiliates**

#### **7.2.1 InterLINK**



Trustee Ken Lim reported that the last InterLINK Board meeting was held in September, where they were provided an update on the following:

- Library Leadership Project, led by consultant Ken Haycock
- 3D Printing Booth and first stages of the Tech Lab at West Vancouver Memorial Library
- Youth Outreach at Whistler Library
- Recruiting of new Chief Librarian at North Vancouver City Library

He added that the last meeting of the year is scheduled for Tuesday, November 29, 2016.

#### 7.2.2 Friends of the Library

Jacqueline van Dyk reported that the last book sale was held October 21 – 23 and it raised nearly \$5000.00. She added that the Friends of the Library are revitalized, coming up with great ideas and are a pleasure to work with.

#### 7.2.3 Council

Council Representative Jim Hanson congratulated the Board on their presentation of the Strategic Plan to Council on October 24, 2016, adding that he was impressed at Council's level of engagement.

### 8. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates on the Agenda.

### 9. ADJOURN – 8:05 PM

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

**THAT the regular meeting of the NVDPL Board be adjourned.** (16-11-07)

**MOTION CARRIED.**

  
Library Board Chair

  
Date

  
Director, Library Services

  
Date



