

Minutes of the meeting of the Board of the North Vancouver District Public Library held on April 12, 2012 at Lynn Valley Main Library, 1277 Lynn Valley Rd, North Vancouver

Present:	Lucy Cayuela	Chair
	Frank Sullivan	Vice - Chair
	Ken Lim	Library Board Trustee
	Mike McGraw	Library Board Trustee
	Fiona Kelly	Library Board Trustee
	Matthew DeBock	Library Board Trustee
	Sanford Osler	Library Board Trustee
	Gopi Chande	Library Board Trustee
	Councilor Alan Nixon	Council Representative
	Heather Scoular	Director of Library Services and Board Secretary
	Michael DeKoven	Manager of IT, Collections & Assessment
	Corinne McConchie	Manager of Digital & Technical Services
	Jessica Ferrari	Administrative Services Manager

1. The Library Board Chair called the meeting to order at 6:02 p.m.

2. ADDITIONAL ITEMS

No items

3. BOARD CHAIR REPORT

The Chair reminded and encouraged the trustees that the BCLTA conference is May 10-12, 2012. Anyone wishing to go should register and attend. The summer board meeting was decided upon for July 5th, 2012. Additional trustees for the Ad Hoc Policy Committee were solicited by the Chair. The Committee now consists of Lucy Cayuela, Frank Sullivan, Fiona Kelly and Heather Scoular. Depending on the policy being addressed, additional representatives from board committee may be asked to partake in discussions. A Shirtsleeves session with Council was discussed and October seems to be the best month to try to arrange this. The Director will follow up.

4. DIRECTOR'S REPORT

The Director updated the trustees on the renewal of the Overdrive Library to Go contract. Library To Go is the downloadable e-book public collection and Overdrive is the vendor. A public workshop was held in each branch, Ease into e-Readers, which was "sold out" each time. Patrons are coming in with their own devices and looking to librarians to help them use and download to their devices. The average age of the public participants was

45+. The North Shore Writers Festival is scheduled for April 21st at West Vancouver Memorial Library. NVDPL, NVCL and WVML are partnering on this event. A reminder was given to trustees about the Friends of the Library Annual General Meeting (1pm) and Library Board Volunteer reception (2pm) which immediately follows the Friends AGM on Sunday, April 29th. This is the Board's reception where trustees acknowledge the efforts of Library volunteers, such as our Home Services volunteers and the Friends of the Library volunteers. The District of North Vancouver is holding an appreciation night on April 24th to thank Municipal volunteers such as Library Trustees.

5. CONSENT AGENDA

MOVED by Matt DeBock and **SECONDED** by Alan Nixon, **THAT** the Consent Agenda be accepted.

CARRIED.

6. PRESENTATION

The Director provided a Strategic Plan Progress presentation. This presentation also included performance goals and targets as well as information on the staff strategic implementation teams. Scheduled strategic updates will be provided with milestones still to come and an overall view of how updates will be presented to the Board.

7. BOARD REPORTS

.1 1st Quarter Financials

Trustee Frank Sullivan introduced the Q1 Financial Stats to the Board stating that the Library's finances are on track. A note to change to the variance formula was made.

.2 Finance Committee Update

Trustee Frank Sullivan updated the Board that the Finance Committee had discussed how to best align the Library's Finance Policy with the District's Finance Policy where applicable and to utilize the District Finance expertise to inform the Policy revision in addition to an Ad Hoc Library Policy Committee consisting of the Director of Library Services and Library trustees.. The adoption of a hybrid finance governance model would best meet the Board's financial responsibilities and incorporating the District's Internal Auditor would allow the Board to fulfill its verification and monitoring obligations.

THAT the Board, through its Ad Hoc Library Policy Committee working with the Director of Library Services, review its Finance Policy and internal control procedures and align them with District Finance best practices where applicable.

AND

THAT the Board continue to adopt a hybrid model of Library Financial Governance that would rely on a good internal control framework with established Finance policies and procedures including sufficient segregation of duties, with the addition of testing of the internal controls and reporting to the Board, through the Finance Committee, by the District of North Vancouver's Internal Auditor and Chief Financial Officer.

MOVED by Alan Nixon and **SECONDED** by Mike McGraw, **THAT** the above motion as written be accepted.

CARRIED.

.3 1st Quarter Statistics

The Director presented the Q1 Statistics to the Board. Discussion resulted in the recommendation that a one page statistical overview would be best for trustees with the ability to drill down in the specifics of each statistic if necessary. A suggestion to have similar libraries as comparators for some statistics would be informative. Some other formatting suggestions of the statistics presentation were noted and will be reviewed by the Director.

Trustee Mike McGraw suggested that the trustees have an online access point for materials such as these stats, perhaps where the board packages are currently saved. The Director will review the best methods to achieve this and update the Board at its next meeting.

8. COMMITTEES

.1 InterLINK

Trustee Ken Lim updated the Board that InterLINK is looking at innovative ways to obtain/spend their money; the Urban Settlement Grant, using their \$93,000 surplus towards their new building in Burnaby, etc.

.2 Friends of the Library

The Chair, Lucy Cayuela, reminded the Board of the Friends AGM April 29th at 1pm in the Community Room.

.3 Infrastructure

The Director asked the members of the Infrastructure Committee to stay a few minutes after the Board meeting to elect their Chair and decide on a meeting date.

.4 Finance

Trustee Frank Sullivan updated the Board that on April 17th there will be a Finance Committee meeting with guests from the District of North Vancouver Finance dept. The 2011 SOFI/Statement of Financial Information will be discussed. The SOFI will then be brought to the May 3rd Board meeting.

.5 Advocacy

The Director asked the members of the Advocacy Committee to stay a few minutes after the Board meeting to elect their Chair and decide on a meeting date.

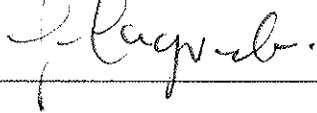
.6 BCLTA

The Chair, Lucy Cayuela, reminded trustees of the BCLTA conference on May 10-12. She asked who is planning to attend. Those attending should save their receipts and send to the Director for reimbursement.

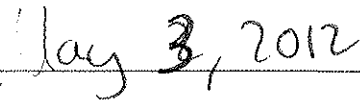
.7 Council

Trustee Cllr. Alan Nixon updated the Board that the Lynn Valley Village center public consultations will be beginning in early May with some presentations in the Community Room

The Board Chair declared the meeting Adjourned at 8:33 pm.



Library Board Chair



Date