

Minutes of the meeting of the Board of the North Vancouver District Public Library held on May 3, 2012 at Lynn Valley Main Library, 1277 Lynn Valley Rd, North Vancouver

Present:	Lucy Cayuela	Chair
	Ken Lim	Library Board Trustee
	Fiona Kelly	Library Board Trustee
	Matthew DeBock	Library Board Trustee
	Sanford Osler	Library Board Trustee
	Gopi Chande	Library Board Trustee
	Heather Scoular	Director of Library Services and Board Secretary
	Jessica Ferrari	Administrative Services Manager
Guests:	Nicole Deveaux	Chief Financial Officer, DNV
	Mary Crombie	Manager of Accounting and Reporting, DNV
Regrets:	Frank Sullivan	Vice – Chair
	Mike McGraw	Library Board Trustee
	Councilor Alan Nixon	Council Representative

1. The Library Board Chair called the meeting to order at 6:04 p.m.

2. ADDITIONAL ITEMS

No additional items

3. BOARD CHAIR REPORT

The Board Chair brought forth some of the volunteer ideas that the Board asked the Director to organize over the remainder of 2012. Lynn Valley Days Parade is coming up soon and it's a great way for trustees and their families to have some fun with the Library. When the NS Green Market schedule comes out the trustees can have a look as to what date in June might be the best for having a booth. Salvation Army is having an event at Thanksgiving that might suit the Board on the Friday night. The Director will inquire if trustees' families may also volunteer.

The Board Retreat in the fall will be held on September 21st & 22nd at the Capilano Branch. The Director will email trustees who were not present for the May meeting for their availability on these dates.

The Christmas Party was discussed for date availability and for the trustees in attendance tonight Thursday, December 6th, 2012 is better. The Director will contact trustees who are not present for their availability on these dates.

4. DIRECTOR'S REPORT

The Director updated the Board that the requested shirtsleeves session with Mayor and Council has been accepted for the October 11th, 2012 Library Board meeting.

There is an upcoming course on Robert's Rules being hosted at the District Hall if any trustees are interested in attending. It is to be held June 6, 2012. Gopi Chande and Lucy Cayuela will be attending.

5. CONSENT AGENDA

MOVED by Sanford Osler and **SECONDED** by Fiona Kelly, **THAT** the Consent Agenda be accepted.

CARRIED.

6. PRESENTATION

Nicole Deveaux, DNV Chief Financial Officer and Mary Crombie, DNV Manager of Accounting and Reporting had met with the Finance Committee on April 17th, 2012 to explain and respond to questions about the Library's Statements of Financial Information and the Library's SOFI. The presentation tonight is a review of the documents for the entire Board.

MOVED by Gopi Chande and **SECONDED** by Matthew DeBock, **THAT** the Library's Audited Financial Statements and SOFI for the completed year of 2011 be approved.

CARRIED.

7. BOARD REPORTS

.1 Finance Committee Update

After the meeting on April 17th, 2012 with the DNV Finance Department, it was suggested by DNV CFO Nicole Deveaux that some clarifying words be added to the previously carried motion of the Library Board regarding the Library's Finance model choice and roles/responsibilities. An amendment was discussed amongst the committee members and trustee Gopi Chande presented the new wording to the Library Board in the Finance Committee Chair's absence. The superseding motion is now worded as follows:

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

CARRIED.

.2 Annual Report - Draft final version

The trustees discussed the final version of the annual report. It was well received and only a few minor tweaks such as one typo and the addition of a QR code were added. The trustees gave the Director the go ahead and take to print.

.3 Statistics – Draft aggregate cover page

The trustees discussed the representation of the new statistical one page cover sheet. Some additions were suggested which the Director will incorporate.

8. COMMITTEES

.1 InterLINK
No update.

.2 Friends of the Library
The Director reported that the Friends of the Library AGM yielded all new executives. Trustees Frank Sullivan, Mike McGraw, Ken Lim and Cllr. Alan Nixon attended the Library Board Volunteer Reception that followed the AGM. Both events were well attended.

.3 Infrastructure
Next meeting is May 17th, 2012 at the Library.

.4 Finance
No update.

.5 Advocacy
Next meeting is May 23rd, 2012 via teleconference.

.6 BCLTA


There has been some further correspondence sent out to libraries surrounding the CAP funding letter including a toolkit. This correspondence is intended to help libraries participate in a consolidated effort to engage the federal government regarding this funding.

The TOPS training that was attended in person provided very valuable insights for trustees such as emphasizing the connections that can be made between libraries and the government.

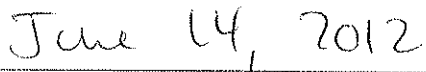
.7 Council

No update.

The Board Chair declared the meeting Adjourned at 8:15 pm.



Library Board Chair



Date