

Minutes of the meeting of the Board of the North Vancouver District Public Library held on June 14, 2012 at the Capilano Branch, 3045 Highland Blvd., North Vancouver, BC

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Present:	Lucy Cayuela	Chair
	Mike McGraw	Library Board Trustee
	Mathew DeBock	Library Board Trustee
	Fiona Kelly	Library Board Trustee
	Ken Lim	Library Board Trustee
	Councilor Allan Nixon	Council Representative
	Heather Scoular	Director of Library Services and Board Secretary
	Michael DeKoven	Manager of IT, Collections & Assessment
	Susan Larsen	Branch Manager, Capilano
Guests:	Scott Graham	SPARC BC
	Jason Copas	SPARC BC
Regrets:	Frank Sullivan	Vice Chair
	Gopi Chande	Library Board Trustee
	Sanford Osler	Library Board Trustee

1. The Board Chair called the meeting to order at 6:00 p.m.

**2. PRESENTATION**

Scott Graham and Jason Copas from SPARC BC walked the Board through the findings from the Staff and Public Social Inclusion surveys SPARC BC had undertaken for the Library and the recommendations they drew from the data collected.

The Board thanked them for their hard work in gathering and analyzing the data, and for providing such a rich and thoughtful analysis which NVDPL can use in planning our next steps.

**3. CHAIR'S REPORT**

As there were no additional items to add to the Agenda and in the interest of timeliness, the Chair asked the Board if the Director's Report could be included in the Consent Agenda so we could move directly to the Board Committee Reports. The Board agreed.

#### 4. CONSENT AGENDA

There were no items for discussion pulled from the Consent Agenda.

**MOVED** by Allan Nixon and **SECONDED** by Mathew DeBock **THAT** the Consent Agenda be accepted.

**CARRIED.**

#### 5. BOARD COMMITTEES

##### .1 Ad Hoc Committees

##### Ad Hoc Policy

The Ad Hoc Policy Committee brought forward a proposed amendment to a previously adopted Library Board motion. The amendment is a minor wording change that provides more clarity for all parties.

The previously carried motion read as:

**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.

The Ad Hoc Policy Committee requested an amendment to the Finance Committee Recommendation from the May 3<sup>rd</sup>, 2012 board meeting regarding Board adoption of a Hybrid model of Library Financial Governance by removing the following words:

**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.~~

**MOVED** by Allan Nixon and **SECONDED** by Ken Lim **THAT** the previously adopted Library Board motion be amended as requested.

**CARRIED.**

The Ad Hoc Policy Committee presented a high level review of the financial roles and responsibilities of the Library Board, the Director of Library Services, and the District's Chief Financial Officer. The document is intended to clarify these roles

and responsibilities and is a starting point for further Finance Policy discussions and review, with additional developments to be brought back to the Board. The Committee requested the Board's approval to continue moving forward with this process as set out in the report and for any comments or questions on the roles and responsibilities as presented. The trustees requested that the "existing definitions" be amended to read "existing roles and responsibilities" and that "proposed definitions" be amended to read "proposed roles and responsibilities". The Board stated they wanted the resulting revised Board Finance Policy to be a full and complete Board Finance Policy and not just a policy of exceptions as this was felt to not achieve the clarity that was required. Instead, the Board expressed that the resulting revised Board Finance Policy should be aligned with the District but be a complete Board Finance Policy.

**MOVED** by Allan Nixon and **SECONDED** by Fiona Kelly **THAT** the Ad Hoc Policy Committee continue its work reviewing NVDPL's Financial Policy and to accept, with amendments, the Proposed Roles and Responsibilities of the Library Board, the Director of Library Services, and the District's Chief Financial Officer.

**CARRIED.**

**.2 Standing Committees**

**.1 Advocacy**

Mike McGraw reported that the minutes of the last Advocacy Committee meeting of May 23, 2012 were included in the Board package and asked if the Board had any questions or comments. He also noted that the Committee was planning a targeted fundraising campaign with specific dollar figures for specific goals.

**.2 Finance**

No update

**.3 Infrastructure**

The Director reported that the Committee was looking at the capital budget and is evolving a strategic high-level view of the process that will focus on the drivers, and on where the Board can add value.

**.3 Other**

**.1 BCLTA**

No update

**.2 Council**

Councilor Allan Nixon reported that District Council will have a very busy July with a large number of public hearings, workshops, and meetings scheduled.

### **.3 Friends of the Library**

The Director noted there was an excellent turn-out for the Friends' booksale at the end of May during Lynn Valley Days, with the public lining up to get in. The final financial results have not yet been received.

### **.4 InterLINK**

Ken Lim noted that he was unable to attend the last InterLINK meeting but reported from InterLINK alternate Sanford Osler's notes. He told the Board that InterLINK is undertaking a review of Library CEOs compensation, and is updating their web site. He also noted they will be updating the TOPS training. Ken told the Board about a conference that Fraser Valley Regional Library is organizing for October called "The Future of Libraries and Cities."

The Director noted that she had some more information about this conference which will be held on October 23, 2012 at the Coast Hotel & Convention Centre in Langley. The purpose of the Conference is to inspire local governments, libraries, and leaders to pursue the opportunities that will create vibrant communities and relevant libraries of the future and it will feature Google Futurist Thomas Frey. She told the Board that all the Mayors and Councils in the Lower Mainland and all the Library Boards will be invited to this all day event and encouraged the Board Members to attend if they were available.

## **6. BOARD COMMITTEES**

### **.1 Annual Strategic Benchmarking Plan**

The Director presented an overview of what will be included in the Strategic Benchmarks, and noted that a report with actual figures will be brought back to the July Board meeting for further discussion.

The Strategic Benchmarks will cover trends in Canadian public libraries from the Canadian Urban Libraries Council, trends in BC public libraries from Libraries and Literacy's Annual BC Public Library Statistics Overview, and NVDPL statistics that reflect the performance of urban public libraries compared against seven other urban Lower Mainland libraries.

The other multi-branch, urban libraries that will serve as our benchmarks are New Westminster, Coquitlam, Burnaby, Richmond, West Vancouver Memorial, and North Vancouver City Library.

At 8:32 pm the Board Chair asked the Board wished to extend the meeting to discuss the Fall Planning Retreat. The Board agreed.

## **.2 Fall Retreat Discussion Topics**

The Board Chair outlined the proposed plan for the retreat with presentations on the Friday evening from Library staff and others to provide some context (e.g. perhaps have a representative from a publisher like Douglas and McIntyre to speak about e-books). A facilitator would work with the Board on the Saturday to help focus on Board Development, Policy Development, and Strategic Planning.

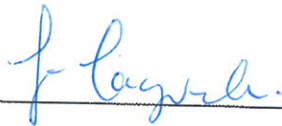
The Board Chair and Director noted that they wanted someone with a broad library background, but also someone with a business background, and that they were very pleased that Ken Haycock has said he would be available to work with the Board. Ken is Research Professor of Management and Organization at USC's Marshall School of Business and Director of Graduate Programs in Library and Information Management. He has worked extensively with Libraries in Canada and around the world, and has served as a Trustee for the West Vancouver Memorial Library Board and as President of the School District.

The Board approved the choice of Ken Haycock as the Facilitator for the Board's Fall Planning Retreat.

The Director asked the Board if a small sub-set of the Board would be willing to work with Ken on the program for the day, and noted that Sanford Osler had already expressed interest in proposing topics and would most likely wish to be part of the planning. Mike McGraw volunteered to also be part of the working group as did the Board Chair, Lucy Cayuela.

The Director will contact Ken Haycock to arrange a time to meet via phone or in person.

The Board Chair declared the meeting Adjourned at 8:44 pm.



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Library Board Chair



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Date

