



North Vancouver District  
Public Library

**REGULAR MEETING OF THE LIBRARY BOARD**  
Thursday, February 14, 2013 at 5:45 p.m.  
(Light dinner served at 5:45pm)  
Lynn Valley Main Library

**MINUTES**

Present:	Lucy Cayuela	Library Board Chair
	Frank Sullivan	Library Vice-Chair
	Matthew DeBock	Library Board Trustee
	Fiona Kelly	Library Board Trustee
	Ken Lim	Library Board Trustee
	Mike McGraw	Library Board Trustee
	Alan Nixon	Library Board Trustee
	Sanford Osler	Library Board Trustee
	Heather Scoular	Director of Library Services
	Jessica Ferrari	Administrative Services Manager
Regrets:	Gopi Chande	Library Board Trustee

1. **MEETING ORDER CALLED – 6:06pm**

2. **PRESENTATION – SPARC BC Jason Copas**

Jason Copas presented the results of the Non-User survey that was completed as part two of the Library’s Social Inclusion efforts. The Board asked SPARC BC to provide a 2-3 page synthesized document on both parts of the survey, Library Users and Non-Users which they can then use to develop themes of strategy.

The Board asked the Director to provide the number of active library card users and a breakdown of how many active cards are actually being used (in-house and online) within a given timeframe. The Board will use these figures to develop targeted strategy for the lower end users.

3. **ADDITIONAL ITEMS FOR AGENDA**

No items to add

4. **CHAIR’S REPORT**

To keep to the scheduled time intervals, the Chair forewent her verbal report.

5. **CONSENT AGENDA**

Agenda item 5.5 Updates – Committees - for Information was moved to Board Action Items 6.1.4.

**MOVED by Alan Nixon and SECONDED by Fiona Kelly THAT the Consent Agenda except for Agenda Item 5.5 Updates – Committees - for Information, be accepted.**

**CARRIED.**

**6. BOARD ACTION ITEMS**

**.1.1 Freedom to Read Proclamation -**

**MOVED by Frank Sullivan and SECONDED Fiona Kelly by THAT the Freedom to Read proclamation be sent to the Mayor for adoption, be accepted.**

**CARRIED.**

**.1.2 Green Building Operations Policy -**

Cllr Nixon recommended that the Library's Green Team be acknowledged and recognized through the District at a Council meeting in either March or April. The Board recommended that the "waste diversion to landfill rate statement" be stated for all branches as part of the annual report.

**MOVED by Matthew DeBock and SECONDED Ken Lim by THAT the Green Building Operations Policy report with its described activities serve as the annual required review and the Board accept the measurements and recommendations and adopt the Green Building Operations Policy again for 2013, be accepted.**

**CARRIED.**

**.1.3 Revision to Media Relations Policy -**

**MOVED by Sanford Osler and SECONDED Mike McGraw by THAT the Revisions to Media Relations Policy as written, be accepted.**

**CARRIED.**

**.1.4 Updates – Committees – for Information -**

**Governance, Risk Management & Planning Committee:**

Sanford Osler – Chair 2013

Matthew DeBock - Vice-Chair 2013

Terms of Reference will be completed and presented at the March Board meeting. The Committee recommends that the Infrastructure pieces originally assigned to the Governance, Risk Management & Planning Committee be moved to the Finance Committee. BCLTA is offering new training sessions and webinars on their revamped website. The information provided is available for 1 year after the original presentation. The Committee recommends setting up Library access where then trustees could all have access to the sessions/webinars at their leisure. BCLTA will be presenting at the April Board meeting. Trustees are asked to save the dates May 9-11 for the BCLTA conference in Richmond.

**Finance Committee:**

Vacant – Chair 2013

Trustees Gopi Chande could not attend the first Committee meeting therefore it was decided to postpone the selection of the Committee Chair. Committee Terms of

Reference will be aligned with any adopted policy changes. District CFO, Nicole Deveaux, requested the Board to amend the November 2012 minutes to have them reflect multiple corrections including that the previously stated KPMG recommendations are actually District CFO recommendations. The Board discussed the CFO's corrections and agreed to one of the suggested corrections; name of the recommender from KPMG to District CFO. The Committee will discuss with Trustee Gopi Chande as she gave the initial report in November. If Trustee Chande agrees with the Board's changes, the November 2012 minutes will be amended. The District has an external consultant reviewing and recommending policy changes.

**MOVED** by Sanford Osler and **SECONDED** Mike McGraw by **THAT**, subject to all Finance Committee member's agreement, the November 2012 Library Board minutes be amended to reflect that the need for Library Finance Policy review and revision is at the District CFO recommendation, not KPMG's recommendation, be accepted.

**CARRIED.**

It is currently predicted that the Library will have a surplus for the end of 2012 with the main driver being personnel retirements. The Library received approximately 81% of its original capital ask from the District. Board Chair, Lucy Cayuela, suggested that one exercise for the Committee could be to create an "ideal budget". Perhaps this would assist the Library in looking at fundraising, Council budget lobbying, etc, for the future.

**.2.1 & .2.2 Staff Presentations -**

Madeline Kozak presented the annual Print Media Monitoring Report and Social Media and E-newsletter Reports. The Library has been ever more successful at gaining patronage using print ads as well as social media and newer digital resources. The Board suggested that a fundraising and/or donor spot be placed in the most popular e-newsletter month of January and September.

**.3.1 Annual Report Discussion -**

The Board approved the Director to create the Annual Report for 2012 based on the previous year's design, including lessening the total printed document to 12 pages. The Board suggested that perhaps a digital version with clickable graphics and links could be used to create a fuller online version than the 12 page printed version.


**.3.2 Board Annual Volunteer Appreciation Reception -**

The Board agreed that moving their annual reception to the Fall would be beneficial.

**6. MEETING DEBRIEF**

To keep to the scheduled time intervals, the Board forewent their meeting debrief.

**7. ADJOURNMENT to IN-CAMERA MEETING - 8:55pm**

  
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Library Board Chair (or delegate)

MARCH 14, 2013  
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Date