



North Vancouver District
Public Library

REGULAR MEETING OF THE LIBRARY BOARD
Thursday, March 14, 2013 at 5:45 p.m.
(Light dinner served at 5:45pm)
Parkgate Library

MINUTES

Present:	Frank Sullivan	Library Vice-Chair
	Matthew DeBock	Library Board Trustee
	Gopi Chande	Library Board Trustee
	Ken Lim	Library Board Trustee
	Fiona Kelly	Library Board Trustee
	Mike McGraw	Library Board Trustee
	Alan Nixon	Library Board Trustee
	Sanford Osler	Library Board Trustee
	Heather Scoular	Director of Library Services
	Corinne McConchie	Manager of Digital and Technical Services
	Helen Kaiser	Branch Manager, Parkgate
Regrets:	Lucy Cayuela	Library Board Chair
	Alan Nixon	Library Board Trustee
	Jessica Ferrari	Administrative Services Manager

MEETING ORDER CALLED – 6:10pm

1. PRESENTATION –

Library Finance Policy Development - Progress Update:

Consultant, Derrick Sparks, has been working with the Library and the District on this project. He reviewed for the Board the project's milestones and aims, which are to update and refine the policies, and to align with District procedures where it makes sense. Most changes are anticipated in the area of 'internal control'. A result of the project will be more complete policy and procedures documentation.

Next steps: Q2, the vetting and approval process.

District CFO, Nicole Deveaux, offered to conduct a presentation of the new policies to assist the Board with understanding the documentation when it comes to reviewing the completed body of work. The Board agrees that would be very helpful at that stage.

2. ADDITIONAL ITEMS FOR AGENDA

Bargaining update from the Director, Heather Scoular, added as Agenda Item 5.3

3. **CHAIR'S REPORT**

The Board's Vice-Chair announced that he, Frank Sullivan, has been voted Chair of the Board's 2013 Finance Committee.

The annual BCLA conference is coming up: May 9-11 in Richmond. Trustees are invited to look at registration and conference details [<http://www.bclibraryconference.ca/>] and for those attending, please submit receipts for reimbursement .

4. **CONSENT AGENDA**

MOVED by Matthew DeBock and SECONDED by Ken Lim THAT the Consent Agenda, be accepted.

CARRIED.

5. **BOARD ACTION ITEMS**

.1 Governance, Risk & Planning Committee: Draft Terms of Reference

The Committee Chair, Sanford Osler, noted the committee is a process oriented committee. The Advocacy component should be moved to the Board as a whole, and advocacy items brought to the Board Chair. The Board reviewed language of the draft document. The Committee Chair as noted that a possible name change for the committee was still being discussed. The Committee will bring back any name change decision to the next Board meeting.

MOVED by Fiona Kelly and SECONDED by Frank Sullivan THAT the Governance, Risk Management & Planning Committee's Terms of Reference, be accepted.

CARRIED.

.2.1 Library Finance Policy Progress Report

The Director updated the Board on the Library Finance Policy progress. She relayed that it has been a positive process with the consultant; a very open and detailed observation of library processes. The Board discussed the financial expenditure of the Consultant and queried as to whether the Library was still on target for the expected total project cost. The Board asked the Director to stay cognizant of where the Library is on the total project expenditure including any additional costs that might arise from the proposed revision process. The Director will ask the CFO for this information as the Director did not engage the consultant.

.2.2 Draft Annual Report

The Board provided feedback to the Director on the draft annual report. Feedback and discussion will be to be conveyed to Madeline Kozak, Communications Coordinator, to be incorporated. After Madeline incorporates the changes, a revision will be sent out to the Board by email so as to expedite professional printing of the document.

.3 Bargaining update

The Director updated the Board that as part of the bargaining team, she has been made aware of the District's intent to cover the Library's obligatory financial portion of Metro Vancouver's

invoice as part of the overall process.

6. **MEETING DEBRIEF**

The Board discussed adding Agenda sections for "Questions for the Director" and "Presentation debrief". The Board can submit questions in advance to the Board Chair and/or the Director and presentation debriefs can happen as needed. The Board agreed that the meeting was well chaired by the Vice-Chair.

Trustee Ken Lim reported on, and distributed, the City of North Vancouver's new strategic plan. He noted that he was impressed to see they have an ability to track their wireless use.

Upcoming dates: Governance, Risk Management & Planning Committee meeting:
April 3rd, 2013 – 6:00pm

7. **ADJOURNMENT** – 8:10pm

f. Laguarda

April 11, 2013

