



North Vancouver District
Public Library

REGULAR MEETING OF THE LIBRARY BOARD
Thursday, April 11, 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 |
| | Gopi Chande | Library Board Trustee |
| | Ken Lim | Library Board Trustee |
| | Mike McGraw | Library Board Trustee |
| | Alan Nixon | Library Board Trustee |
| | Sanford Osler | Library Board Trustee |
| | Matthew DeBock | Library Board Trustee |
| | Fiona Kelly | Library Board Trustee |
| | | Heather Scoular |
| | Jessica Ferrari | Administrative Services Manager |
| | Corinne McConchie | Manager of Digital and Technical Services |
| Guests: | Nicole Deveaux | District Chief Financial Officer |
| | Mary Crombie | District Accounting & Reporting Manager |

1. MEETING ORDER CALLED - 6:02pm

2. PRESENTATION

Mary Crombie led the walkthrough of the audited financial statements to the Board. KPMG noted one deficiency in the area of journal entries; however these are done through the Hall and have been rectified through the District Finance Dept. Mary explained that going forward recognition of grants will happen when received and PSAB calculations are used in conjunction with the previous accounting calculation to get the Library's annual surplus amounts.

MOVED BY Fiona Kelly and SECONDED BY Gopi Chande THAT the Audited Financial Statements for the completed year of 2012 be approved.

CARRIED.

3. ADDITIONAL ITEMS FOR AGENDA

No additional items

4. CHAIR'S REPORT

No items to update

5. **CONSENT AGENDA**

Pull out Consent Agenda item 7.4.2. Insert for discussion after Consent Agenda.

Pull out Consent Agenda item 7.5.1. Insert for discussion after Consent Agenda

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

CARRIED.

Item 7.4.2 –

The Governance Committee updated the Board as to their name change. They have dropped the Risk Management and Planning from the Committee name, however both those items are still functions of the Committee.

The Committee recommends that the Board's annual retreat which typically happens in the fall be postponed until after the Director of Library Services position is permanently filled. In planning for the swift completion of that task, Governance recommends that planning for the retreat include Strategic Plan updates from the Implementation Teams, possible SWOT analysis and key issues for discussion.

The Committee asked the Acting Director of Library Services to write up the Policy Review process for the Committee's June meeting, which they will bring to the full Board in July.

The Committee asked for all trustees to declare their intentions to stay on the Board for 2014 to the Board Chair by May 9th.

Item 7.5.1 –

InterLINK discussed how the all candidates meeting was hosted by local high school children. Port Moody Library hosted their annual golf tournament and this year they hired a consultant to organize and run the event. They seemed to have success with it.

6. **BOARD ACTION ITEMS**

.1 Financial Policy Refresh, Next Steps

The trustees discussed the Finance Policy Refresh Next Steps and decided that waiting for the new permanent Director of Library Services will be prudent before committing to any process changes. Trustees asked the Acting Director of Library Services to get a copy of the Finance Policy Refresh workplan that the consultant, Derrick Sparks, created which detailed the differences between the existing policy pieces and the proposed policy pieces and bring it to the upcoming Board meeting.

The Board agreed that as the policies are Library policies, all the draft policy progress needs to be given to them to review before any implementation or testing. The Board requested that the Acting Director of Library Services provide them with a copy of all the draft Finance Policy pieces and bring to the upcoming Board meeting.

If necessary, the Board will invite Derrick Sparks to come to a Board meeting to explain the rationale behind the policy recommendations. After further analysis and discussion, the Board will then potentially recommend to the District that policies be tested for reasonableness.

MOVED by Matthew DeBock and SECONDED by Alan Nixon THAT the consultant and/or District CFO provide copies of all the Library Finance Policy Refresh documents, such as the consultant's detailed workplan and draft policy recommendations, to the Acting Director of Library Services as soon as possible, be accepted.

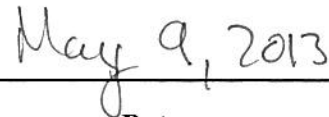
CARRIED.

.2 The trustees asked that at the next statistical interval, the Director or Acting Director of Library Services also include some anecdotal information on the fluctuations in various statistics.

7. **ADJOURN to IN-CAMERA** 8:46pm



Library Board Chair



Date

