



REGULAR MEETING OF THE LIBRARY BOARD
Thursday, October 9, 2014 at 6:00pm

Parkgate Library – Enid Dearing Room

MINUTES

Present:

Lucy Cayuela – Chair
Franks Sullivan – Vice Chair
Alan Nixon – Councillor
Fiona Kelly – Trustee
Ken Lim – Trustee
Matthew DeBock – Trustee
Mike McGraw – Trustee
Sanford Osler – Trustee

Jacqueline van Dyk – Director, Library Services
Barbara Kelly – Mgr, Community Engagement
Corinne McConchie – Mgr, Collections Mgmt & Access
Drew Jackson – Manager, Innovation and Learning
Nicola McLaren – Business Manager
Leanne Erickson – Executive Assistant (recording)

Guests:

David Stuart – Chief Administrative Officer
Nicole Deveaux – Chief Financial Officer

Cindy Rogers – Human Resources Manager
Beth Page – Change Management Consultant

Regrets:

Gopi Chande – Trustee

Madeline Kozak – Communications/Events Coordinator

1. BOARD CHAIR TO CALL MEETING TO ORDER – 6:00pm

2. DISCUSSION WITH DNV: ROLES AND RESPONSIBILITIES

The Board and management team from NVDPL, along with the District’s CAO, David Stuart, CFO, Nicole Deveaux, and HR Manager, Cindy Rogers, had a two hour discussion regarding Roles and Responsibilities. This discussion was facilitated by Change Management Consultant, Beth Page. It was suggested by David Stuart that library and DNV staff will develop a process over the next 30 days and report back to the Board’s November meeting.

3. ADDITIONAL ITEMS FOR AGENDA

No additional items.

4. CONSENT AGENDA

MOVED by Alan Nixon and SECONDED by Frank Sullivan THAT the Consent Agenda be adopted and THAT the Regular Minutes of the Board – September 11, 2014 are approved.

MOTION CARRIED.

5. **REPORTS**

1. **Chair**

Nothing to report.

6. **BOARD ACTION ITEMS**

1. **Motion Required**

1. **2015 Board Meeting Schedule**

At the regular meeting of the Board on September 11th, the Board discussed the results of the survey regarding changing the Board meeting dates to a later week of the month to allow for sufficient time for staff to prepare the packages. Since the 3rd week did not work for all, it was agreed upon that this motion would be tabled until the October meeting.

The Board was presented a yearly calendar showing the regular meetings of the Board on the 4th week of each month (with the exception of July and December).

After some discussion, the consensus was to adopt this new schedule but to revisit the scheduling of the meeting in either July or August at a later date. This will allow for any new trustees in 2015 to submit their preferences.

ACTION: Early in the 2015 term, staff will send out a poll to the Board Trustees to assess their preference to hold the regular meeting of the Board on either July 23rd or August 27th, 2015.

MOVED by Matt DeBock and SECONDED by Frank Sullivan THAT the Board approve the attached 2015 meeting schedule, with the exception of August, which shifts the regular meeting of the Library Board to the fourth Thursday of the month.

MOTION CARRIED.

2. **Library Closure for an All Staff Change Management Workshop**

The idea to host an All Staff workshop was initially discussed at the September 11th regular meeting of the Board. The Board expressed their preliminary support of this workshop which would necessitate a half-day system-wide closure of the library in December.

MOVED Sanford Osler and SECONDED by Fiona Kelly THAT the Board approve a system-wide closure of the library for a half day on Tuesday, December 9, 2014, for an all staff workshop.

MOTION CARRIED.

2. For Discussion

1. Setting the Stage for IT Transition Discussions

Drew Jackson reported that he has been in talks with the District about the transition and that the library's interests are front and center of these discussions. The next step is to plan the budget for this project in the fall, then make the transition in early 2015.

MOVED by Alan Nixon and SECONDED by Matthew DeBock THAT the Board endorse the document entitled "NVDPL's Interests in Negotiating IT Services Provided by the District of North Vancouver" to ensure a successful IT transition.

MOTION CARRIED.

7. STANDING ITEMS

1. Advocacy

Lucy Cayuela reported that the Advocacy (Committee of the Whole) Terms of Reference need to be updated.

ACTION: Staff will coordinate with Board Chair, Lucy Cayuela to update the Advocacy Committee's Terms of Reference so they can be submitted to the Board at the November 13th meeting for adoption.

1. 50th Anniversary Celebrations

The Board was updated on the upcoming events for the 50th Celebrations including the book launch and fashion show.

2. Updates – Committees

1. Governance

Committee Chair, Sanford Osler updated the Board on the trustee recruitment process and the upcoming Open House on October 15th. There was also some discussion regarding briefing the electoral candidates for Council and School Board Trustee. It was decided that due to limited time, the committee would not hold a meeting to brief candidates but that an information package would still be distributed.

2. Human Resources

Nothing to report.

3. Finance and Infrastructure

Committee Chair, Frank Sullivan reported that the committee plans to meet at least quarterly, going forward.

3. **Updates - Affiliates**

1. **School Board**

Nothing to report.

2. **InterLINK**

Ken Lim reported on the patron-initiated holds service and stated that InterLINK plans to optimize the existing Outlook provincial Interlibrary Loans system. He also mentioned some of the innovative services offered by other libraries that were highlighted at the InterLINK Board roundtable discussion, such as the pre-production studio for teens at NVCL, Whistler's customer appreciation focus, and Richmond's 3D Printer.

3. **Friends of the Library**

The last book sale was on the weekend of October 3rd. Their next meeting is scheduled for Tuesday, October 14th.

4. **Council**

Alan Nixon reported that there was a public hearing for the Larco mixed-use development in Lower Capilano on Oct. 7th and 8th.

8. **ADJOURN – 9:38pm**

In-Camera meeting deferred to next meeting on November 13, 2014 due to time restrictions.



Library Board Chair

Nov. 13/14
Date