



North Vancouver District
Public Library

REGULAR MEETING OF THE LIBRARY BOARD
Thursday, July 10, 2014 at 6:00pm

Lynn Valley Library – Program Room

MINUTES

Present:

Lucy Cayuela	Library Chair
Frank Sullivan	Library Board Vice-Chair
Alan Nixon	Library Board Trustee
Matthew DeBock	Library Board Trustee
Sanford Osler	Library Board Trustee
Drew Jackson	Manager, Innovation and Learning
Leanne Erickson	Executive Assistant (recording)
Madeline Kozak	Communications / Events Coordinator
Nicola McLaren	Business Manager

Regrets:

Fiona Kelly	Library Board Trustee
Gopi Chande	Library Board Trustee
Ken Lim	Library Board Trustee
Mike McGraw	Library Board Trustee
Jacqueline van Dyk	Director of Library Services
Barbara Kelly	Manager, Community Engagement
Corinne McConchie	Manager, Collections Management and Access

1. BOARD CHAIR TO CALL MEETING TO ORDER – 5:53pm

2. ADDITIONAL ITEMS FOR AGENDA

Discussion regarding North Vancouver City Library’s Hold Request Policy from Councillor Alan Nixon, added as Agenda Item 5.2.1.

3. REPORTS

1. Chair

Lucy Cayuela expressed her support of the content included in the Director’s and Library Reports for June 2014, recognizing the filming at the Lynn Valley Library and the ongoing staff training.

2. Financial

Nicola McLaren presented the summarized statement of operations and budget comparison for the period ending May 31, 2014. She reported that the salaries expense is currently over budget by \$80,346, due to an outstanding reallocation to move some of the retirement payments made in March

to previously accrued accounts. Once completed, this would bring the budget-actual comparison on salaries to a much more favourable level.

Notable financial event that occurred after May 31, 2014:

- Received a \$3,000 location fee for the filming of a TV show in Lynn Valley on July 1st, along with reimbursement of Roberto de Jesus' wage for the time worked during this day.

4. CONSENT AGENDA

MOVED by Alan Nixon and SECONDED by Frank Sullivan THAT the Consent Agenda, excluding items 4.2.1, be accepted and THAT the Regular Minutes of the Board – June 12, 2014 are approved.

CARRIED.

4.2.1 Director's Report

At the request of trustee Sanford Osler, the board had a discussion regarding the update on the possible transition of the library's IT infrastructure to the District IT Department. It was stated that it is very important that the library's interests are defined and that we have a clear timeline for the project. Since the District is quite busy at this time, they do not have capacity to move on this until the fall. Until such time, Drew Jackson will focus on this project and look into the IT infrastructure for the NVCL and WVML to further investigate the library's best interests.

A decision was made to keep the Board informed on the progress of this project through the Finance and Infrastructure Committee.

ACTION: Management will update the Finance and Infrastructure Committee on the transition of the library's IT infrastructure to the District at their next meeting.

ACTION: To determine the next Finance and Infrastructure meeting, Frank Sullivan is to identify possible dates. Leanne Erickson will send out Doodle poll to Committee members.

5. BOARD ACTION ITEMS

1. Motion Required

1. Anti-bullying and Harassment Policy

The new Policy was presented to the board for their approval. The board expressed unanimous support for the policy, as written.

MOVED by Alan Nixon and SECONDED by Matt DeBock THAT the new Positive Workplace Environment: Anti-bullying and Harassment Policy 2.10, be adopted.

CARRIED.

2. Input/Comment Required

1. NVCL Hold Request Policy

Councillor Alan Nixon facilitated a discussion regarding the North Vancouver City Library's Hold Request Policy to see if a similar policy may be something the Board should take into consideration. The policy reads as follows (taken from the NVCL website):

- Holds requests for items currently checked out are free. There is a 50 cent charge per hold request only for those items that are currently checked-in and available on the regular shelves. If a hold request is cancelled *before* it is filled, the 50 cents will be refunded.
- When holds items become available for pick-up, customers will be notified by email or by phone.
- Customers will have 7 days to pick up their holds from the 1st Floor Holds Shelf.
- There is a \$1 no-pickup charge if a hold item that's been set aside for you is not picked up within the 7 days of notification.

After some discussion, it was decided that statistics should be gathered and feedback from staff on our existing hold policy be collected to assess.

ACTION: Nicola McLaren will gather statistics on varying aspects of NVDPL's Hold Request Policy including how many items are on stacks, items that need to be transferred, and labour costs on pulling items from shelves. Feedback from staff along with statistics is to be gathered by survey. Findings will be presented to the Board at the regular meeting in October or November 2014.

6. **STRATEGIC DISCUSSION**

1. **Emerging Strategic Framework**

Drew Jackson reported on the recent Strategic Framework discussions that have been held for all staff within the last few weeks. Feedback from staff has been very positive. Notably, staff were grateful that everyone was asked to participate and have been excited to see that we've already reached out to the community with the Trish McMordie Memorial event. Some staff expressed concern that the Collection needs to be more represented in the framework.

The Board expressed that they intend to be responsive to staff feedback. Since there will be a lot of material to go over, a decision was made to present this information to the Board for their review including an online survey in which they can rank the alternate phrasing/elements to the emerging Strategic Framework.

The possibility of presenting the Strategic Framework to Council in a Committee of the Whole meeting in the fall (possibly October) was discussed. The tentative direction would include a one page document outlining the key points, showing Council that the library is contributing to the community and how they can utilize the library to assist the District in achieving their goals.

ACTION ITEM: Drew Jackson will compile the latest draft of the emerging Strategic Framework and submit to the board by July 18, 2014. Board members will then submit feedback via online survey. The results will be presented in the package for the September 11th Board meeting.

7. **PRESENTATION**

1. **New NVDPL Website – Drew Jackson**

The new website was presented to the board in preparation for the official launch on July 15th. Drew Jackson reported that NVDPL staff are developing the site, allowing us greater ability to evolve it over time, and with the result that it will be less expensive to run. On the homepage, a vivid banner at the top highlights upcoming events and initiatives, and links to our social media sites (Facebook, Twitter, Instagram, and Pinterest) are very visible. The site also features improved navigation, better

integration of the catalogue and the website, and is more mobile friendly. Online registration for events will be available in the future, but will not be ready for the launch.

The Board showed support of the new NVDPL website, with a few comments for improvement:

- Adding a link to the District of North Vancouver events page
- Under “Research & Learn”, adding a link to a page that teaches patrons about their resources.

ACTION ITEM: Drew Jackson is to address adding a link to the District of North Vancouver events page and a link to a page that teaches patrons about their resources under “Research & Learn”.

8. STANDING ITEMS

1. Advocacy

1. 50th Anniversary Celebrations

Madeline Kozak reported that Kate Grossman, former Communications / Events Coordinator, has been rehired as an auxiliary to work on the upcoming 50th anniversary celebrations.

2. Updates - Committees

1. Governance

The Governance Committee presented the Board with the revised Policy 5.2. The revised policy has been updated and clearly covers the role of the Board. The Board expressed approval of the updated policy. The next Governance Committee meeting will be held on Thursday, September 4, 2014.

MOVED by Sanford Osler and SECONDED by Alan Nixon THAT the revised Library Board Policy 5.2, be accepted.

CARRIED.

2. Human Resources

Updates were provided in the In-Camera portion of the meeting.

3. Finance and Infrastructure

Nothing to report.

3. Updates - Affiliates

1. School Board

Nothing to report.

2. InterLINK

Nothing to report.

3. Friends of the Library

Lucy Cayuela reported that she met up with the Friends of the Library a few weeks back and helped them make posters in the Lynn Valley Boardroom. A new treasurer has been appointed and he excited to join the team. The Friends have donated funds to the Summer Reading Club prizes along with an additional \$150 to the Adult SRC.

Nicola McLaren and/or Madeline Kozak will attend the meetings. Invitations to the 50th Birthday events have, and will continue to be, extended to all members of the Friends of the Library.

4. Council

Councillor Alan Nixon reported that another set of towers was approved in the Lower Capilano area. A proposed development in the unused school land at Braemar Elementary was turned down which in turn means that the School Board will not be receiving the projected \$2.5 million from that project.

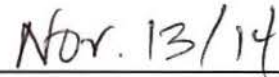
MOVED by Alan Nixon and SECONDED by Frank Sullivan THAT the regular meeting of the board be adjourned and THAT the In-Camera meeting begins.

CARRIED.

9. ADJOURN TO IN-CAMERA - 7:49pm



Library Board Chair



Date

