

## REGULAR MEETING of the NVDPL BOARD

THURSDAY, NOVEMBER 24, 2022 – 6:00 PM

Zoom Video Conference

# AGENDA

### ATTENDEES

#### Library Board

Lara Greguric – Board Chair  
Kulvir Mann – Vice Chair  
Gerald Baier – Trustee  
Ana Lopez – Trustee  
James Mitchell – Trustee  
Kristine Mactaggart Wright – Trustee  
Valerie Dong – Trustee

#### REGRETS

Barb Lawrie – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Suzanne Hendriks – Executive Assistant  
Meghan Crowe – Communications/Events Coordinator  
Alison Campbell – Manager, Community Connections  
Deborah Hudson – Business Manager  
Eunice Joseph – Acting Manager, Welcoming Initiatives  
Krista Scanlon – Manager, Collection Services

#### GUESTS

Andy Wardell – General Manager-Finance and CFO, DNV  
Rick Danyluk – Deputy GM, Finance and Deputy CFO, DNV  
Elio Iorio – Revenue and Taxation Manager, DNV

- |         |   |             |
|---------|---|-------------|
| 6:00 PM | <b>1. CALL MEETING TO ORDER – BOARD CHAIR</b>                           |             |
| 6:01 PM | <b>2. ADOPTION OF AGENDA</b>  |             |
| 6:02 PM | <b>3. REPORTS</b>   |             |
|         | 1. Chair's Report   | (verbal)    |
|         | 2. Director's Report  | (verbal)    |
| 6:10 PM | <b>4. CONSENT AGENDA</b>  |             |
|         | <b>1. Operational Approval</b>  |             |
|         | 1. Approval of Regular Minutes of the Board – <i>September 22, 2022</i> | (att 4.1.1) |
|         | <b>2. Reports</b>   |             |
|         | 1. Media Report   | (att 4.2.1) |
|         | 2. Board Action Items   | (att 4.2.2) |
|         | 3. Board Work Plan  | (att 4.2.3) |
|         | 4. Q3 Report on Financial Operations                                    | (att 4.2.4) |
|         | 5. Q3 2022 Director Quarterly Report                                    | (att 4.2.5) |
|         | 6. Q3 2022 Library Operations Report                                    | (att 4.2.6) |
|         | 7. KPMG Audit Planning Report   | (att 4.2.7) |
|         | 8. InterLINK Board Meeting Summary September 27, 2022                   | (att 4.2.8) |
|         | 9. Update: Donor Engagement Strategy                                    | (att 4.2.9) |

### **3. Correspondence**

1. InterLINK Net Provisions letter 2021 (att 4.3.1)
2. Congratulations Re-election Mayor Little (att 4.3.2)
3. Congratulations Re-election Councillor Back (att 4.3.3)
4. Congratulations Re-election Councillor Forbes (att 4.3.4)
5. Congratulations Re-election Councillor Hanson (att 4.3.5)
6. Congratulations Re-election Councillor Muri (att 4.3.6)
7. Thank You Letter – Councillor Matthew Bond (att 4.3.7)
8. Congratulations Councillor Mah (att 4.3.8)
9. Congratulations Councillor Pope (att 4.3.9)

6:15 PM

### **5. BOARD MOTIONS/DISCUSSIONS**

1. Review Proposed 2023 Capital & Operating Budget Submissions (att 5.1)
2. Review Finance Policies (att 5.2)
  - I. B-FIN-09 Reporting of Fraudulent or Related Dishonest Acts
  - II. B-FIN-12 Procurement, Purchasing & Payment Approval
  - III. B-FIN-25 Board and Staff Expenses
3. Review Operating Policy (att 5.3)
  - I. B-OP-10 Public Internet Access and Computer Use Policy
4. Workplace Violence Risk Assessment Update (verbal)

7:00 PM

### **6. ADVOCACY COMMITTEE OF THE WHOLE (att 6.0)**

7:20 PM

### **7. STANDING ITEMS**

- 1. Updates – Committees**
  1. Finance and Audit – *Minutes, July 21, 2022* (att 7.1.1)
  2. Governance – *Minutes, May 24, 2022* (att 7.1.2)
  3. Human Resources (verbal)
  4. Advocacy (verbal)
- 2. Updates – Affiliates**
  1. InterLINK (verbal)
  2. Friends of the Library (verbal)
  3. Council (verbal)

7:25 PM

### **8. IMPORTANT UPCOMING DATES**

- **Wednesday, November 30<sup>th</sup> – All locations closed 9:00 AM- 2:00 PM**  
All Staff Workshop, Seymour Golf Club
- **Wednesday, December 7<sup>th</sup> – 6:00-9:00 PM**  
NVDPL Board Holiday Celebration, Seymour Golf Club
- **Thursday, January 26<sup>th</sup>, 2023 – 6:00 PM**  
NVDPL 2022 Inaugural Board Meeting

7:30 PM

### **9. ADJOURN**