



## REGULAR MEETING of the NVDPL BOARD

THURSDAY, October 26, 2017 – 6:00 PM

Lynn Valley Library – Program Room, 1<sup>st</sup> Floor

1277 Lynn Valley Road, North Vancouver, BC

# AGENDA

### ATTENDEES

#### Library Board

Mike Little – Chair  
Linda Munro – Vice Chair  
Jim Hanson – Trustee / Council Rep.  
Lara Greguric – Trustee  
Kristine Mactaggart Wright – Trustee  
Mark Jefferson – Trustee  
Colleen MacMillan – Trustee  
Allison Rzen – Trustee  
Phil Webber – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Sarka Navratil – Executive Assistant  
Meghan Crowe – Communications/Events Coordinator  
Deborah Hudson – Business Manager  
Alison Campbell – Manager, Community Connections  
Adam Farrell – Manager, Innovation & Learning

#### Guests

Andy Wardell – DNV, Director of Financial Services  
Rick Danyluk – Manager, Financial Planning

- 
- |         |           |  |                    |
|---------|-----------|--|--------------------|
| 6:00 PM | <b>1.</b> | <b>WELCOME AND CALL MEETING TO ORDER</b>                             |                    |
| 6:05 PM | <b>2.</b> | <b>ADOPTION OF AGENDA</b>  |                    |
| 6:10 PM | <b>3.</b> | <b>STANDING REPORTS</b>  |                    |
|         | 1.        | <b>Chair’s Report</b>  | <b>(verbal)</b>    |
|         | 2.        | <b>Director’s Report</b>   | <b>(verbal)</b>    |
|         | 3.        | <b>Business Report</b>   | <b>(verbal)</b>    |
| 6:15 PM | <b>4.</b> | <b>CONSENT AGENDA</b>  |                    |
|         | 1.        | <b>Operational Approval</b>  |                    |
|         | 1.        | Approval of Regular Minutes of the Board – <i>September 28, 2017</i> | <b>(att 4.1.1)</b> |
|         | 2.        | <b>Reports</b>   |                    |
|         | 1.        | Media Report   | <b>(att 4.2.1)</b> |
|         | 2.        | Q3 2017 Library Director’s Work Plan Report                          | <b>(att 4.2.2)</b> |
|         | 3.        | Q3 2017 Library Operations Report                                    | <b>(att 4.2.3)</b> |
|         | 4.        | Q3 2017 Library Financial Operations Report                          | <b>(att 4.2.4)</b> |

5. Q3 2017 Board Work Plan Report (att 4.2.5)

3. **Correspondence**

1. BCLTA Bulletin: October 2017 (att 4.3.1)

2. Letter to Mayor Walton (att 4.3.2)

6:20 PM

5. **DISCUSSIONS/MOTIONS**

1. 2018 Budget – Approval Update (verbal)

2. StoryLab Business Plan (att 5.2.0)

3. Policy Update – Financial Statement Auditors (att 5.3.0)

4. Policy Update – Procurement Other than Library Collection (verbal)

5. Policy Update – Board and Staff Travel & Other (att 5.5.0)

6. Policy Revisions: (att 5.6.0)

o B-FIN-10 Insurance

o B-FIN-01 Accounting

o B-FIN-04 Tangible Capital Assets

o B-FIN-14 Equipment Leases

o B-FIN-18 Banking

7. Board Resolution for Single Source Purchase (att 5.7.0)

7:30 PM

6. **STANDING ITEMS**

1. **Updates – Committees**

1. Finance and Infrastructure (att 6.1.1)

2. Governance (verbal)

3. Human Resources (verbal)

2. **Updates – Affiliates**

1. InterLINK (att 6.2.1)

2. Friends of the Library (verbal)

3. Council (verbal)

7:45 PM

8. **IMPORTANT UPCOMING DATES**

• **October – All month**

**Library Month**

*(All locations)*

- **Friday, November 17 – 4:30 pm**  
**You Are Here Art Gallery Exhibit Opening**  
*(Lynn Valley Program Room)*
- **Thursday November 23 – 6:00 pm**  
**Regular Board Meeting**  
*(Lynn Valley Program Room)*
- **Thursday December 7 – 7:00 pm**  
**Year-End Board Dinner**  
*(Seymour Golf and Country Club)*
- **Tuesday December 12 – All locations closed 9:00am-2:00pm**  
**All Staff Development Workshop**  
*(Seymour Golf and Country Club)*

7:50 PM

9.

**ADJOURN**