



## REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 26, 2018 – 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.  
Allison Rzen – Trustee  
Lara Greguric – Trustee (via phone)  
Colleen MacMillan – Trustee  
Phil Webber – Trustee  
Valerie Dong – Trustee  
Ana Lopez – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Meghan Crowe – Communications/Events Coordinator  
Alison Campbell – Manager, Community Connections  
Krista Scanlon – Manager, Collection Services  
Deborah Hudson – Business Manager  
Sarka Navratil – Executive Assistant

#### Guests

Andy Wardell – DNV, Acting Chief Financial Officer  
Jaskaran Gill – DNV, Acting Accounting & Reporting Manager  
Nicola Chevallier – DNV, Section Manager, Facilities & Special Projects

### REGRETS

- |         |           |   |                    |
|---------|-----------|---|--------------------|
| 6:00 PM | <b>1.</b> | <b>WELCOME – 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>   |                    |
|         | <b>1.</b> | <b>Chair’s Report</b>   | <b>(verbal)</b>    |
|         | <b>2.</b> | <b>Director’s Report</b>  | <b>(verbal)</b>    |
| 6:20 PM | <b>4.</b> | <b>PRESENTATION</b>   |                    |
|         | <b>1.</b> | <b>District Services Orientation</b>                                | <b>(att 4.1)</b>   |
|         | <b>2.</b> | <b>Facilities Overview</b>  | <b>(verbal)</b>    |
| 6:50 PM | <b>5.</b> | <b>CONSENT AGENDA</b>   |                    |
|         | <b>1.</b> | <b>Operational Approval</b>   |                    |
|         | <b>1.</b> | Approval of Regular Minutes of the Board – <i>February 22, 2018</i> | <b>(att 5.1.1)</b> |
|         | <b>2.</b> | <b>Reports</b>  |                    |
|         | <b>1.</b> | Media Report – February 14-April 17, 2018                           | <b>(att 5.2.1)</b> |

2. Q1 2018 Director's Quarterly Report (att 5.2.2)
3. Q1 2018 Library Operations Report (att 5.2.3)
4. Q1 2018 Report on Financial Operations (att 5.2.4)
5. Q1 2018 Board Work Plan (att 5.2.5)
6. NVDPL Board Action Items (att 5.2.6)
7. NVDPL Board and Administration Contact Information (att 5.2.7)
8. InterLINK – 2018 budget (att 5.2.8)
9. MG-FIN-12.1 – Procurement of Library Collection Materials (att 5.2.9)

**3. Correspondence**

1. BCLTA Brief – March 2018 (att 5.3.1)

7:00 PM

**6. BOARD ACTION ITEMS**

**1. Motions Required**

1. 2017 Draft Audited Financial Statements (att 6.1.1)
2. 2017 Statement of Financial Information (SOFI) (att 6.1.2)
3. B-FIN-12 – Procurement Purchasing and Payment Approval (att 6.1.3)
4. InterLINK – revised draft agreement (att 6.1.4)

7:30 PM

**7. ADVOCACY COMMITTEE OF THE WHOLE**

(att 7.0)

7:50 PM

**8. STANDING ITEMS**

**1. Updates – Committees**

1. Advocacy (verbal)
2. Finance and Infrastructure Meeting Minutes – *March 13, 2018* (att 8.1.2)
3. Governance (verbal)
4. Human Resources (verbal)

**2. Updates – Affiliates**

1. InterLINK (att 8.2.1)
2. Friends of the Library (verbal)
3. Council (verbal)

7:55 PM

**9. IMPORTANT UPCOMING DATES**

- **Saturday, April 28 – 9:00 am-4:00 pm**  
**Trustee Orientation Program (TOP) Workshop**  
*(West Vancouver Memorial Library)*

- **Tuesday, May 1 – 6:00 pm**  
**Governance Committee Meeting**  
*(Lynn Valley Library Boardroom)*
  
- **Wednesday, May 9 – 5:30 pm-7:30 pm**  
**Library Operations Orientation for New Trustees**  
*(Lynn Valley Library Boardroom)*
  
- **Saturday, May 12 – 7 pm-10 pm**  
**Whisky Library Fundraiser**  
*(Lynn Valley Library)*
  
- **Thursday, May 24 – 6 pm**  
**NVDPL Board Meeting**  
*(Lynn Valley Library)*
  
- **Wednesday, June 13 – 5:30 pm-9 pm**  
**Combined Boards Workshop (NVDPL, NVCL and WVML)**  
*(North Vancouver City Library)*
  
- **Thursday, June 28 – 6 pm**  
**NVDPL Board Meeting**  
*(Lynn Valley Library)*
  
- **Wednesday, July 18 – 6:00 pm**  
**FIC Committee Meeting**  
*(Lynn Valley Library Boardroom)*

8:00 PM      **10.    ADJOURN**