

REGULAR MEETING NVDPL LIBRARY BOARD

THURSDAY, JANUARY 28, 2016 – 7:00 PM
Lynn Valley Library – Program Room, 1st Floor
1277 Lynn Valley Road, North Vancouver, BC



North Vancouver District
Public Library

MINUTES

ATTENDEES

Library Board

Ken Lim – Trustee
David Porter – Trustee
Linda Munro – Trustee
Mike Little – Trustee
Phil Webber – Trustee
Mark Jefferson – Trustee
Allison Rzen – Trustee
Kristine Mactaggart Wright – Trustee
Jim Hanson – Trustee / Council Representative

Management/Staff

Jacqueline van Dyk – Library Director
Corinne McConchie – Manager, Collections Mgmt. & Access
Andrea Freeman – Manager, Welcoming Initiatives
Adam Farrell – Manager Innovation & Learning
Deborah Hudson – Executive Assistant (Temporary)

Guests

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

1. DIRECTOR WELCOMED ATTENDEES AND GUESTS; CALLED MEETING TO ORDER 7:18 PM

2. ELECTIONS AND APPOINTMENTS

2.1 Election of Board Chair

Library Director Jacqueline van Dyk conducted the election process for the position of Library Board Chair. As per Board established process, nominations were conducted by ballot. After ballots were submitted, library staff members Andrea Freeman and Adam Farrell exited the room to perform the duties of the "Tellers Committee". The nominations for Chair were Linda Munro, Mike Little, and David Porter. Linda Munro and Mike Little declined their nominations. David Porter was declared the Board's 2015 Library Board Chair by acclamation. Trustee David Porter assumed the position of Chair.

2.2 Election of Vice-Chair

Board Chair David Porter conducted the election process for Library Board Vice-Chair, using the established ballot process. The nominations for Vice-Chair were Mark Jefferson,

Mike Little, Phil Webber, and Linda Munro. Mark Jefferson and Phil Webber declined nomination. Mike Little accepted the nomination, but withdrew his acceptance upon hearing that Linda Munro accepted her nomination. Linda Munro was declared Vice-Chair by acclamation.

2.3 Appointments

1. Standing Committees

- Finance and Infrastructure Committee appointees are: Allison Rzen, Phil Webber, Ken Lim, and Jim Hanson; Ex-officio: David Porter (Board Chair); Jacqueline van Dyk (Library Director).
- Governance, Risk Management & Planning Committee appointees are: Mike Little, Linda Munro, and Kristine Mactaggart Wright; Ex-officio: David Porter (Board Chair); Jacqueline van Dyk (Library Director).
- Human Resources Committee Appointees are: David Porter, Mark Jefferson, and Phil Webber; Ex-officio: David Porter (Board Chair); Jacqueline van Dyk (Library Director).

2. InterLINK Board and Alternate

- The InterLINK Board representative is David Porter, and the alternate is Ken Lim.

3. ADDITIONAL ITEMS FOR THE AGENDA

- Executive Assistant Deborah Hudson distributed an Updated Agenda with updates under Item 9: Important Dates.
- Mike Little asked about access to previous In-camera Minutes. It was agreed that access would be provided upon request. As this was decided, an additional item was not added to the agenda.
- Ken Lim asked if item 5.1.4: 2016 Board Meeting Schedule could be pulled from the Consent Agenda for discussion following approval of the Consent Agenda.

MOVED by Mark Jefferson and SECONDED by Allison Rzen

THAT the Agenda be approved as amended. (16-01-001)

MOTION CARRIED.

4. STANDING REPORTS

4.1 Board Chair

- There was no report at this time from newly elected Chair David Porter.

4.2 Director's Report

- Library Director Jacqueline van Dyk introduced new Trustees to the monthly "Inspired Stories" articles distributed at Board Meetings and encouraged Trustees to take the information with them and to share it with others.
- Jacqueline van Dyk brought the Board's attention to the TED Talks Schedule, which had also been distributed.
- Jacqueline van Dyk noted that January 27 was Family Literacy Day, and that there had been a special all-ages Storytime event at Capilano, including a puppet-show and fun literacy-related activities, to celebrate the day.

4.3 Financial Report

- Andy Wardell, DNV Director of Financial Services, presented an update on the Library's financial picture. He noted the December 31st year end projection [prepared by Business Manager Nicola McLaren as part of the November 30, 2015 report on operations] was \$250,000. Based on more current information in the financial records, the \$250,000 was reasonable at this time. Andy Wardell also noted adjustments associated with the year-end audit could result in a smaller year end surplus. He noted the projected surplus included savings in staffing of approximately \$150,000 with the balance primarily in other areas such as maintenance and consulting. The final cash based surplus at year-end will result in 50% contributed to the Library's Operating Surplus Reserve and 50% returning to the District as outlined in Library policy #B-FIN-07.
- Andy Wardell observed that the current Library financial report includes depreciation figures and does not need to in the future. Depreciation is only factored into year-end reporting under Public Sector Accounting Board standards. During the year the DNV and partner agencies focus on reporting against a modified cash based budget following Provincial legislation.
- Andy Wardell advised that the District Finance staff lead the year-end audit, and that current work and year-end reporting to the Library Board Finance and Infrastructure Committee (FIC) and Library Board focus on the audited results, not on the Library's December Actuals.
- One of the Library's Capital Requests for 2016 is the Lynn Valley Circulation Area Redesign and Renovation. Following up on the Library's business case for this request, the District consulted with internal department representatives and determined that

the need was justifiably highly rated. District Council is not approving funding for any upgrades or new capital requests in 2016 as the long term funding plan for the entire District is scheduled to be reviewed in the fall of 2016. The staff recommendation to the Library Board is that if they wish to proceed with this project they approve it based on the use of funds from the Library Operating Reserve. However, recent demands (including some in 2016) that have been placed on the Library reserve that will require waiting for the 2015 audited financial statements to be completed in order to confirm that sufficient funds are available to proceed with the \$110,000 Lynn Valley Circulation Area Redesign and Renovation.

- Andy Wardell noted that there will be some strategic budget deadlines to be met. The goal is to get the Library budget approved and included in the District's Draft Budget Workbook that will be presented to the public on March 7, 2016. As Council will not be approving any budgets until after community input (early April) there will be time to complete the audit and confirm the availability of funding for the Lynn Valley Circulation Area Redesign and Renovation.
- With regard to management reporting for 2016, Andy Wardell advised that Finance staff will work with Library Director Jacqueline van Dyk and FIC to develop a financial report that includes both Operating and Capital project reporting in order to put together a good First Quarter financial analysis that can be expected in April 2016.
- Phil Webber asked when FIC would hear from KPMG based on their letter in the Board package. Andy Wardell advised he would contact KPMG and get them into contact with FIC. The Library Audit by KPMG will take place between February 22 and March 7.
- A financial management orientation for the Board has been planned with Jacqueline to take place in April. Andy suggested District staff could support that orientation or at an earlier meeting if needed.

5. CONSENT AGENDA

5.1 Operational Approval

1. Approval of Regular Minutes of the Board – November 26, 2015

2. Policy Housekeeping: Operating Policies New Format

- The new format was reviewed for B-OP-15: Access Copyright; B-OP-16: Library Service & Hours; B-OP-17: Meeting Rooms.
- Under B-OP-17 Allison Rzen noticed that in one instance the wording "North Vancouver Recreation Commission" needed to be replaced by "North Vancouver Recreation and Culture Commission".

- Under B-OP-17 Kristine Mactaggart Wright requested that the wording “in addition to any damages, as applicable” be added to the point, “The room must be left in the condition it was found; failure to do so will result in being charged for cleaning costs”. All agreed.

3. 2016 Library Closure Dates

- There was discussion regarding the approval of closing dates, particularly the Easter long weekend closings. Jacqueline van Dyk noted that the Library is historically closed that weekend. While Good Friday is a Statutory Holiday, Easter Monday is treated as a Statutory Holiday, and the Library is closed on the Sunday. In order to maintain the current budget, if the Library was opened on the Easter Sunday, then it would need to close on another Sunday throughout the year.

4. 2016 Board meeting Schedule

- This item was pulled from the Consent Agenda for separate discussion, and will be addressed following approval of the Consent Agenda.

5.2 Reports

1. Library Report

- Received for information.

2. Media Report

- Received for information.

3. Director’s Quarterly Report

- Received for information.
- In response to a question from Phil Webber, Jacqueline explained that the Standing Director’s Report under Item 4 is designed to address verbally any up-to-the-moment news.
- Allison Rzen asked for the statistics to include 3 or more years in the future if possible.

4. Board Retreat Summary Report

- Received for information.

5.3 Correspondence

- 1. BCLTA Bulletin**
 - Received for information.
- 2. Correspondence Regarding the 2015 External Audit**
 - Received for information.

MOVED by Ken Lim and SECONDED by Jim Hanson

THAT the consent agenda be adopted;

AND THAT the regular minutes of the Board – November 26, 2015 are approved;

AND THAT the following policies and guidelines are approved and adopted:

- **B-OP-15 ACCESS COPYRIGHT**
- **B-OP-16 LIBRARY SERVICES & HOURS**
- **B-OP-17 MEETING ROOMS**

AND THAT the following current policies are removed:

- **2.6 ACCESS COPYRIGHT**
- **3.5 SERVICES**

AND THAT the Library Board approves the 2016 closure dates and times;

AND THAT the Board approves the Christmas Eve “grace and favour” early closure;

AND THAT the Board approves the system-wide half day closure of the Library, for an all staff workshop on Tuesday, December 13, 2016. (16-01-002)

MOTION CARRIED.

6. BOARD AGENDA

6.1 2016 Board Meeting Schedule

- This item was pulled from the Consent Agenda for separate discussion. Ken Lim asked if the Board would consider changing the proposed schedule of Regular Board Meetings to every second or third Thursday of the month instead of every fourth Thursday. The meetings had been changed in 2015 to the fourth Thursday of every month. Library Director Jacqueline van Dyk commented that meeting at the end of

the month allows the monthly reports to be in sync with the meeting dates. Jim Hanson commented that he had accepted the appointment to the Library Board based on the meetings every fourth Thursday. It was agreed that the Board would meet every fourth Thursday of the month according to the proposed schedule.

MOVED by Mike Little and SECONDED by Phil Webber

THAT the Board approves the schedule for the regular meetings of the NVDPL Board for the 2016 term, as presented. (16-01-003)

MOTION CARRIED.

7. BOARD ACTION ITEMS

7.1 Motions Required

1. 2016 Operating Budget

- Andy Wardell, DNV Director of Financial Services presented the NVDPL 2016 Budget, which Library Staff worked on jointly with District Staff, and submitted according to Library Board Direction and District Budget Guidelines and Timelines. The proposed budget totals \$6.4 million for operations and \$755,000 for capital. The Library Board will need to ensure that the proposed budget is prepared according to Council format for public presentation in March. The District's proposed budget plan will be made available to the public in early March. Council will decide on final budget allocations in April.
- The operating budget includes the transition of IT infrastructure services to the District, energy savings realized through facility projects, inflationary adjustments, and minor changes to the cost structure beyond the Library's control. As the District's IT department now delivers IT infrastructure services to the Library, related capital investments are now reflected in the IT services allocation included in the operating budget.
- The District has recognized the need to increase the capital budget for Library Collections due to the higher U.S. dollar.
- Andy Wardell reviewed that the Board had approved the 2016 capital renewal budget in November 2015 and had requested a re-ranking of upgrade and expansion projects. Improvements to the Lynn Valley Library circulation area were ranked as the highest priority upgrade project, and the work has been included in the capital budget, with funding from Library surplus. [See details under Agenda Item 3. Financial Report.] Phil Webber confirmed with Andy that the capital requests were well prioritized with the proper business cases made.

Prompted by a question from Allison Rzen, Library Director Jacqueline van Dyk updated the Board on the history of the Lynn Valley circulation area, and why the capital work is such a priority. Andy supported the prioritization of the work, and noted that he asked Rick Danyluk and the Facilities Staff to investigate the project, and they also supported its prioritization. Mike Little suggested that the Board take a look at the physical area following the meeting.

- Rick Danyluk, DNV Manager, Financial Planning, outlined the District's strategy to develop a long term capital plan, using a risk and strategy based analysis. To this end, the Library will be asked to work with District Financial Planning staff to develop a 10-year Asset Management Plan for the Library.
- As the funding of the Lynn Valley Circulation area project will be dependent on available Library Reserve funds, Andy Wardell presented a friendly amendment to the motion, which the Library Board accepted.

MOVED by Mike Little and SECONDED by Jim Hanson

THAT the 2016 Operating and Capital budgets, including \$110,000 for the LV Library Circulation Upgrade, be approved and submitted to the District of North Vancouver Council, with the Library Circulation Upgrade being subject to confirmation of available funding. (16-01-004)

MOTION CARRIED.

<Rick Danyluk left the meeting.>

2. Intellectual Freedom Policy Update

- Kristine Mactaggart Wright suggested that the statement "The Library Board supports and endorses the Canadian Library Association Statement on Intellectual Freedom and Libraries" be removed from the "Responsibilities" section, and placed at the beginning of the "Policies" section. All agreed.

MOVED by Allison Rzen and SECONDED by Linda Munro

THAT the B-OP-14 INTELLECTUAL FREEDOM policy be approved and adopted as amended, AND THAT it replace the current policy 2.4 Statement of Intellectual Freedom. (16-01-005)

MOTION CARRIED.

8. DISCUSSION ITEMS

8.1 2016 Library Goals

- Following discussion of Goal #1, it was agreed that the introductory wording would

be changed from “Continue aligning our Library with the expectations of our funding partner and community” to “Continue aligning our Library and building relationships with the expectations of our funding partner, the District of North Vancouver, and the community”.

- There was general discussion regarding the goals, and whether or not there was a need to align the goals with an action plan before they received approval. At the request of Allison Rzen, Library Director Jacqueline van Dyk reviewed for the Board the collaborative process she developed with the Library’s Strategic Leadership Team to prioritize the goals for 2016. The Board worked to develop additional wording for the motion to support the proposed 2016 Library Goals.
- Jim Hanson reminded the Board that the Director of the Library is the motor, and the Board is the tiller, of the organization. He emphasized that the Director is empowered to take action to achieve goals approved by the Board, and advised against aligning dates with general goals.

MOVED by Jim Hanson and SECONDED by Linda Munro

THAT the Board supports the 2016 Annual Goals of the Library Director, as amended, as the basis for the development of a 2016 Work Plan, to be reviewed by the Board. (16-01-006)

MOTION CARRIED.

8.2 Board Micro Budget

MOVED by Alison Rzen and SECONDED by Ken Lim

THAT the Board expenditures in 2016 be allocated in accordance with the suggested “mini-budget” as outlined. (16-01-007)

MOTION CARRIED.

8.3 BCLTA Annual Dues

MOVED by Mike Little and SECONDED by Mark Jefferson

THAT the Library Board approves the BCLTA Membership dues of \$3051.00 for the year February 1, 2016 to January 31, 2017. (16-01-008)

MOTION CARRIED.

8.4 InterLINK

The material from InterLINK was shared for information and discussion. Mike Little asked whether any of the proposed changes in the InterLINK documents would have an effect

on the current financial relationship between InterLINK and the NVDPL. Jacqueline clarified the roles of the two organizations, and noted that the formula from which the NVDPL currently benefits financially will not be affected.

MOVED by Jim Hanson and SECONDED by Mike Little

THAT the Board receive these InterLINK documents for information and discussion. (16-01-009)

MOTION CARRIED.

9. STANDING ITEMS

9.1 Updates – Committees

1. Governance Committee

- The Governance Committee met on November 24, 2015. Draft Minutes have been circulated. Linda Munro noted a couple of typos in the Draft Minutes. Executive Assistant Deborah Hudson will bring these to the attention of the Governance Committee prior to the approval of the Minutes at the next Governance Committee Meeting.
- Linda confirmed with David Porter that the Governance Committee is still planning a 10-minute presentation to District Council.

2. Human Resources Committee

- The Human Resources Committee met on November 18, 2015. Draft Minutes have been circulated. There were no further updates.

3. Advocacy Committee of the Whole

- The Advocacy Committee of the Whole met on November 26, 2015. There were no further updates.

4. Finance and Infrastructure Committee (FIC)

- The Finance and Infrastructure Committee met on November 12, 2015. Draft Minutes have been circulated.

9.2 Updates – Affiliates

1. InterLINK

- There was no further report.

2. Friends of the Library

- Library Director Jacqueline van Dyk highlighted that the next Friends of the Library Book Sale will run at Lynn Valley Library from Friday February 26th to Sunday February 28th. In response to questions from Linda Munro, Jacqueline van Dyk added that the sale takes place only at the Lynn Valley Library, and that the Friends organization makes significant and much appreciated financial contributions to the Library.
- It was noted that the Friends of the Library are looking for more recruits.

9.3 Council

- Jim Hanson, the Board's Council Representative, committed himself to being an active information link between the NVDPL and District Council.

10. IMPORTANT UPCOMING DATES

- Trustees noted the important upcoming dates listed in the Agenda.

11. ADDITIONAL BUSINESS

- Mark Jefferson called an impromptu In-Camera Meeting of Trustees only, to begin 5 minutes following adjournment.

12. ADJOURN to a short break before meeting In-Camera. – 8:50 PM

MOVED by Mike Little and SECONDED by Mark Jefferson

THAT the Board adjourn the meeting. (16-01-010)

MOTION CARRIED.



Library Board Chair

Date

25.02.16



Director, Library Services

Date

25 Feb 2016