

**REGULAR MEETING
NVDPL LIBRARY BOARD**



North Vancouver District
Public Library

MINUTES

THURSDAY, February 25, 2016 – 6:15 PM
Lynn Valley Library – Program Room, 1st Floor
1277 Lynn Valley Road, North Vancouver, BC

ATTENDEES

Library Board

David Porter – Chair
Linda Munro – Vice-chair
Ken Lim – Trustee
Kristine Mactaggart Wright – Trustee
Phil Webber – Trustee
Mark Jefferson – Trustee
Allison Rzen – Trustee

Management/Staff

Jacqueline van Dyk – Library Director
Deborah Hudson – Executive Assistant (Temporary)

Guests

Corinne McConchie – Manager, Collections Mgmt. & Access
Andrea Freeman – Manager, Welcoming Initiatives
Adam Farrell – Manager Innovation & Learning

REGRETS

Mike Little – Trustee
Jim Hanson – Trustee / Council Representative

1. CHAIR WELCOMED ATTENDEES AND GUESTS; CALLED MEETING TO ORDER 6:28 PM

2. CHAIR CALLED FOR ADVOCACY COMMITTEE MEETING – 6:28 PM

MOVED by Allison Rzen and SECONDED by Ken Lim

THAT the meeting move to the ADVOCACY COMMITTEE of the whole. (16-02-001)

MOTION CARRIED.

CHAIR CALLED FOR MEETING TO MOVE BACK TO REGULAR BOARD MEETING – 6:35 PM

MOVED by Allison Rzen and SECONDED by Ken Lim

THAT the ADVOCACY COMMITTEE meeting of the whole stand down AND that the meeting move back to the regular Board Meeting. (16-02-002)

MOTION CARRIED.

3. ADDITIONAL ITEMS FOR THE AGENDA

- David Porter requested that the BC Libraries Cooperative be added as item 6.5.
- Allison Rzen requested that questions arising from the Library Orientation be added as 6.6.

MOVED by Linda Munro and SECONDED by Mark Jefferson

THAT the Agenda be approved as amended. (16-02-003)

MOTION CARRIED.

4. STANDING REPORTS

4.1 Board Chair

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

4.2 Director's Report

- Library Director Jacqueline van Dyk highlighted the work of the Friends of the Library, and noted that the Friends would be hosting a Book Sale at the Lynn Valley Library from February 26-28. It was noted that the Library Business Manager normally supported the group and assisted them with the annual Charity Tax Return, but as the Business Manager position is currently vacant, the Friends need additional support. Linda Munro offered to assist the Friends with the Charity Tax Return, and Phil Webber offered additional support if required.
- Jaqueline van Dyk and DNV Human Resources Advisor Chris Gonev have short-listed two candidates for the position of Manager, Community Connections, and will be hiring for the position in the near future. They have also been consulting with the DNV Heads of Finance and Facilities on the role of the Library Business Manager, to further refine the position description before it is posted. Mark Jefferson asked for an in-camera meeting to follow the regular meeting of the Library Board, to further discuss the position of Business Manager. All agreed.
- Jacqueline van Dyk highlighted the streaming of local TED Talks at the Library, an event which attracted 250 attendees; noted that it was Freedom to Read Week, and drew the Library Board's attention to the February issue of the Library's *Inspiring Stories*.

4.3 Financial Report

- David Porter confirmed that the Finance and Infrastructure Committee (FIC) would be meeting on March 21, 2016. He would like to invite the auditor (KPMG) to the meeting, and to bring DNV staff members in to brief Trustees on the financial services

they offer to the Library Board. All Library Board Trustees will be welcome to attend the meeting.

5. CONSENT AGENDA

5.1 Operational Approval

1. Approval of Regular Minutes of the Board – January 28, 2015

- Library Director Jacqueline van Dyk confirmed for Phil Webber that DNV Director of Finance Andy Wardell had been invited to review the January Minutes before they were sent to the Library Board for review, and that any requests for changes were documented. David Porter confirmed that as Chair he reviews the Minutes with the Library Director before they are included in the Agenda Package. There was a request for the Library Board to review the Minutes in advance of including them in the Agenda Package. Following discussion, it was decided that the Minutes would be sent to the Trustees in advance of being included in the Agenda Package for the next meeting, as a trial process.

5.2 Reports

1. Library Report

- Received for information.

2. Media Report

- Received for information.

3. Comparative Statistics Report (Board Orientation material)

- Received for information.

4. 2016 Library Closure Dates – Revision

- Library Director Jacqueline van Dyk clarified for Linda Munro the revisions to the 2016 Library Closure Dates.

5. Collaboration with Community Partners

- Report received for information.

6. 2016 Board Schedule Update

- Report received for information.

7. Policy Refresh Project Status Review

- Report received for information.

5.3 Correspondence

1. Thank You Letter from NVDPL Staff Member

- Received for information.

2. Correspondence re: Hoopla

- David Porter thanked Library Director Jacqueline van Dyk for her response to a patron's correspondence regarding Hoopla, and noted that the letter was good, clear, friendly, and that it addressed all the points.
- In response to a question from Allison Rzen, Jacqueline van Dyk confirmed that the Library was not liable in regard to the future direction of Hoopla.
- Ken Lim voiced interest in learning more about Hoopla and how the NVDPL makes use of its services. Jacqueline van Dyk noted that staff are currently reviewing the services offered by Hoopla, and that a report would be available later in the spring.

ACTION: Staff to submit report on Hoopla to the Board once it has been completed.

MOVED by Linda Munro and SECONDED by Phil Webber

THAT the consent agenda be adopted;

AND THAT the regular minutes of the Board – January 28, 2016 are approved;

AND THAT the 2016 Library Closure Dates – Revised are approved and adopted;

AND THAT the 2016 Board Schedule Update is approved and adopted. (16-02-004)

MOTION CARRIED.

6. BOARD ACTION ITEMS

6.1 Motions Required

1. Operating Policy Update: Student Work Placement

Corinne McConchie, Manager, Collections Management and Access, presented the changes and updates made to the policy.

ACTION: Library staff to change wording in Policy B-OP-18 from "The Library Manager" to "A Library Manager"; and in Management Guidelines MG-OP-18 from "Criminal Record Checks for Students of Co-ops and Work Experience Programs" to "Criminal Record Checks for Students of Work Experience Programs".

MOVED by Ken Lim and SECONDED by Linda Munro

**THAT that Policy B-OP-18 STUDENT WORK PLACEMENT be approved and adopted as amended
AND THAT current policy 7.5 WORK PLACEMENT REQUESTS be removed. (16-02-005)**

MOTION CARRIED.

2. Operating Policy Update: Art Donations

Andrea Freeman, Manager, Welcoming Initiatives, presented the changes and updates made to the policy. There was discussion regarding the process for having donations appraised. It was clarified that under CRA guidelines, a knowledgeable staff person is able to assess value under \$1000.00.

ACTION: Library staff to change wording in Policy B-OP-19 from “Special needs” to “Special considerations”.

MOVED by Mark Jefferson and SECONDED by Phil Webber

**THAT that Policy B-OP-19 ART DONATIONS be approved and adopted as amended
AND THAT current policy 3.6.13 ART DONATIONS be removed. (16-02-006)**

MOTION CARRIED.

3. Operating Policy Housekeeping Update: Goals and Mission

Corinne McConchie, Manager, Collections Management and Access, presented the recent policy updates made which render obsolete policies 2.1 LIBRARY MISSION STATEMENT and 2.2 LIBRARY GOALS.

MOVED by Allison Rzen and SECONDED by Phil Webber

**THAT that policies 2.1 LIBRARY MISSION STATEMENT and 2.2 LIBRARY GOALS be removed.
(16-02-007)**

MOTION CARRIED.

4. 2016 Work Plan

Library Director Jacqueline van Dyk introduced a new format for the annual workplan tying it into the format used for the 2016 DNV Financial Plan Workbook. There was discussion regarding the level of detail required in the annual workplan, as some Trustees would like to see sharper metrics and completion dates associated with each goal. It was recalled that at the Board Meeting on January 28, 2016 the

Board's directive, following a similar discussion, was to provide the annual goals without accompanying dates. Allison Rzen reminded the board of the need to maintain Jacqueline's "right to manage". Linda Munro brought to the attention of new Board Members that the level of detail of "who does what and when" is tracked through the Library Director's quarterly reports. It was agreed that the 2016 Workplan as presented was a good formative step forward, and it was recommended that it be further developed along the lines of an operational working plan. It was recognized that the Board and the Library Director are currently working toward the development of a template that will be able to be used again in the future. It was further identified that the Board has not yet developed its 2016 Strategic Plan, and that the Director's goals will tie into the Strategic Plan.

MOVED by Mark Jefferson and SECONDED by Phil Webber

THAT that the Library Board supports the 2016 Work Plan as presented, as a formative working document subject to a final version to be developed by the May 2016 Board Meeting. (16-02-008)

MOTION CARRIED.

5. BC Libraries Cooperative(BCLC)

David Porter reported that he would like to invite Ben Hyman, Executive Director of the BC Libraries Cooperative to provide a presentation to the Library Board, so that the Board could benefit from hearing what other libraries are doing. All were in favour.

ACTION: Library Director Jacqueline van Dyk to invite Ben Hyman, Executive Director of the BC Libraries Cooperative, to provide a presentation to the Library Board.

6. Questions Arising from the Library Orientation February 10, 2016

Allison Rzen asked about the Auxiliary Staff at the NVDPL. Library Director Jacqueline van Dyk explained the composition and deployment of the various auxiliary employees, including pages, library assistants, student librarians and librarians. Auxiliary Staff provide the organization with the flexibility to cover staff leaves, so it is important to keep their numbers at an optimal level.

7. STANDING ITEMS

7.1 Updates – Committees

1. Governance Committee

- The Governance Committee would like to meet at the end of March/beginning of April, following the next Library Board Meeting on March 24.

ACTION: David Porter to poll members of the Governance Committee and get back to Executive Assistant Deborah Hudson to set up a date for the next meeting.

2. Human Resources Committee

- Mark Jefferson, Chair of the HR Committee, requested that there be an in-camera meeting of the Board immediately following the adjournment of the Regular Library Board Meeting.

3. Advocacy Committee of the Whole

- The Advocacy Committee of the Whole met earlier in the evening, just prior to the February 25 Board Meeting.

4. Finance and Infrastructure Committee (FIC)

- The Finance and Infrastructure Committee will meet on March 21, 2016. All Board Trustees are welcome to attend.

7.2 Updates – Affiliates

1. InterLINK

- David Porter reported that he attended the inaugural 2016 meeting of InterLINK on Tuesday, February 23. The focus of the meeting was on the Strategic Plan developed in consultation with Michael Shoop, which was described as an absolutely crisp, great presentation. It will be further refined and brought back to the March meeting of InterLINK. If possible, the presentation will be included in the next Library Board Consent Agenda.

ACTION: If possible, David Porter will include the InterLINK Strategic Plan under the Consent Agenda in the March 2016 Library Board Agenda Package.

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.

3. Council

- Jim Hanson, the Board's Council Representative, was not available to give a report.

8. IMPORTANT UPCOMING DATES

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

9. ADJOURN to a short break before meeting In-Camera. – 8:15 PM

MOVED by Ken Lim and SECONDED by Kristine Mactaggart Wright

THAT the Board adjourn the meeting. (16-02-009)

MOTION CARRIED.



Library Board Chair

24.03.16

Date



Director, Library Services

24 March 2016

Date