



REGULAR MEETING of the NVDPL BOARD

THURSDAY, JUNE 29, 2017 – 6:00 PM

Lynn Valley Library – Program Room, 1st Floor
1277 Lynn Valley Road, North Vancouver, BC

MINUTES

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
Tammy Emo – Executive Assistant (Temporary)
Krista Scanlon – Manager, Collections Services
Deborah Hudson – Business Manager
Alison Campbell – Manager, Community Connections
Corinne McConchie – Manager, Welcoming Initiatives
Meghan Crowe – Communications/Events Coordinator
Rebekah Adams – Teen Engagement Librarian

1. WELCOME AND CALL MEETING TO ORDER – 6:10 PM

2. ADOPTION OF AGENDA

MOVED by Lara Greguric and **SECONDED** by Kristine Mactaggart Wright

THAT the agenda for the June 29, 2017 Meeting of the Board be approved. (17-06-01)

MOTION CARRIED.

3. STANDING REPORTS

1. Chair's Report

The Board Chair reported on trustee participation at the Lynn Valley Day Parade, and the promotion of the summer readers clubs at that well-attended event.

The Board Chair shared that he represented the Board at the Delbrook Community Recreation Centre opening, and mingled with School Board Trustees and Council members at that event. The Chair reminded Board Members to connect with their contacts with the School board, as they are excited to speak with us and receive info from the library.

In addition, the Chair mentioned the Library's upcoming visit from a Korean delegation, due to be at the Lynn Valley library on the afternoon of Tuesday, July 4th.

Lastly, the Chair requested the Trustees' intentions for their term with the Board and whether they wish to renew their term or not.

2. Director's Report

The Director of Library Services shared information about the Library's attendance at the American Library Association Conference (ALA) in Chicago, a highly valuable experience. She recommended that NVDPL Board and Staff consider future conference attendance and participation with the ALA.

The Director of Library Services then spoke to the Board on the following items:

- Thank you to all "honorary librarians", including several Trustees, for promoting the Summer Reading Club.
- The Director met with the Superintendent of the North Vancouver School Board, who also supported the Summer Reading Club's promotion and registration.
- Our librarians made SRC promotion visits to all elementary schools in our catchment area.
- Library Day at PNE, coming up in August. \$5 admission with your library card.
- Recent flood in the circulation area at the Lynn Valley Library.
- The Capilano Library had an envelope leak which affected the integrity of the floor. Major repairs are required.
- The French version of Ready-to-Read reader kits are launched.
- The Korean delegation visit is coming up on Tuesday, July 4th. They are building 3 new libraries and are interested in how we engage our patrons, among other things.
- Canada Day at Waterfront Park, NVDPL will have a tent, alongside the NVCL tent.
- A business plan for the Digital Creation Lab is being developed for the Board's consideration at their September meeting.
- A proposal for the Library to loan non-traditional materials, such as security engravers, will be developed for the Board's consideration at their October meeting.

<<Allison Rzen joined the meeting – 6:21 PM>>

3. Financial

The Chair for the Finance and Infrastructure Committee reported that there will be a FIC meeting in September.

4. CONSENT AGENDA

1. Operational Approval

1. Approval of Regular Minutes of the Board – *May 25, 2017*

MOVED by Linda Munro and SECONDED by Allison Rzen

THAT the consent agenda be adopted;

AND THAT the minutes of the regular meeting of the Board – May 25, 2017 be approved.

(17-06-02)

MOTION CARRIED

5. PRESENTATIONS - 6:36 PM

1. Teen Engagement at NVDPL

The Teen Engagement Librarian began her presentation by sharing with The Board how she was hired into this role, including the interview process with teens. She then described her work with the Teen Advisory Group (TAG), which meets monthly. TAG facilitates teen engagement with the Library, examples being the teen chosen furniture in the LV teen space, and the TAG-designed Teen Summer Reading Club. This fall, there will be a TAG at all 3 library locations.

The Teen Engagement Librarian then highlighted some of the recurring teen programs that the Library offers, including Tech Tutors, a popular program whereby teens help seniors with technology. Reading Buddies, another popular program, will return in the fall. The Teen Engagement Librarian also shared her outreach initiatives with schools, and experiments with "passive programming".

The Teen Engagement Librarian explained what her role entails, including collections work, time at the library public service desk, building relationships with schools and helping at the other two locations.

Upcoming initiatives of the Teen Engagement Librarian:

- Developing the Manga Collection
- Exploring digital creation trends, maker-space activities: 3D printing, and low tech sewing
- Career days, job fairs

6. ADJOURN TO IN CAMERA – 7:21 PM

MOVED by Linda Munro and SECONDED by Kristine Mactaggart Wright

THAT the Board adjourn to an In-Camera Meeting for the purpose of discussing a labour relations matter. (17-06-03)

MOTION CARRIED

<<The Board moves back to the Regular meeting at 8:00 PM>>

7. DISCUSSIONS/MOTIONS

1. Policy Review

1. **B-GOV-07 Risk Management Policy**

The Governance Committee Chair explained that the Risk Management Policy addresses a gap, that the Board needs to be actively and systematically engaged and that the Library needs to assess and address its risks. The Committee Chair listed criteria for a Risk Management Policy:

- relevant and tailored to the library
- aligned with the District's approaches to managing risks
- consistent with industry-related standards
- consistent with ISO31000 requirements

The Committee Chair then stated that the proposed Policy was lengthy, as more detail is better for our partners. Following the adoption of the Risk Management Policy, a Risk Management Plan and Risk Register will need to be developed. The Governance Committee Chair then explained that this policy will be released and "test-run" for a year, and that the Policy can then be re-assessed.

After discussion, the Director of Library Services confirmed she and the CFO will create the Risk Register and will initially liaise with the Governance Committee about the risks, mitigation measures and follow up actions.

MOVED by Allison Rzen and SECONDED by Linda Munro

THAT the policy B-GOV-07 RISK MANAGEMENT is approved and adopted by the Board.
(17-06-04)

MOTION CARRIED.

2. **B-GOV-01 LIBRARY BOARD and GOVERNANCE POLICIES for Approval**

The Governance Committee Chair explained that policies are being reviewed for consistency and clarity.

MOVED by Lara Greguric and SECONDED by Mark Jefferson

THAT the revised policy B-GOV-01 LIBRARY BOARD and the revised Board Guideline BG-GOV-02.3 TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE are approved and adopted by the Board. (17-06-05)

MOTION CARRIED

8. **STANDING ITEMS**

1. Updates – Committees

2. Advocacy

The Advocacy Committee Chair reported on her meeting with a School Board Trustee.

Highlights of the meeting included the topics below:

- Discussion involving autistic, learning disabled and ESL patrons, and how to make their library experience easier and more fulfilling.
- A possible meeting of the Library Board and the School Board, the Library Board could present to the School Board and learn about each other's roles. This could take place in the fall.
- Discussion about teen on-going book clubs, they could be held at a library branch, or at a school.
- The teen librarian working with the school librarians, different books at different schools depending on need.

3. Finance and Infrastructure

The Finance and Infrastructure Chair noted there will be a FIC Meeting in September and that she intends to connect with the Chair of the Governance Committee in advance of the meeting.

4. Governance

The Governance Committee Chair noted that the suite of policies recently reviewed by Governance is being sent to the HR Committee to be reviewed prior to recommendation to the Board.

5. Human Resources

The HR Committee Chair noted that the Committee is scheduled to meet in July.

2. Updates – Affiliates

1. InterLINK

An Interlink report and that it will be sent out shortly.

2. Friends of the Library

The recent Friends of the Library book sale was very successful.

3. Council

No report.

9. ADJOURN TO IN CAMERA – 8:23 PM

MOVED by Linda Munro

THAT the Board adjourn to an In-Camera Meeting. (17-06-06)

MOTION CARRIED



Board Chair Date 09/28/17



Director, Library Services Date 28 Sept 2017