



REGULAR MEETING of the NVDPL BOARD

THURSDAY, SEPTEMBER 28, 2017 – 6:30PM

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
Lara Greguric – Trustee
Kristine Mactaggart Wright – Trustee
Mark Jefferson – Trustee
Colleen MacMillan – Trustee
Phil Webber – Trustee

REGRETS

Jim Hanson – Trustee / Council Rep.
Allison Rzen – Trustee

Library Staff

Jacqueline van Dyk – Director of Library Services
Gae Sellstedt – Executive Assistant (Temporary)
Deborah Hudson – Business Manager
Meghan Crowe – Communications/Events Coordinator
Krista Scanlon – Manager, Collections

1. WELCOME AND CALL MEETING TO ORDER – 6:35 PM

2. ADOPTION OF AGENDA

MOVED by Linda Munro and **SECONDED** by Kristine Mactaggart Wright

THAT the agenda for September 28, 2017 Meeting of the Board be approved. (17-09-01)

MOTION CARRIED.

3. STANDING REPORTS

1. Chair’s Report

The Chair reported on the NVDPL summer activities including the Summer Reading Club medals ceremony at Parkgate Days, and the Library’s participation at the PNE, both of which were a tremendous success.

2. Director's Report

The Director further spoke to the success of the Summer Reading Club and distributed hand-outs summarizing the program. She also informed the Board that the recruitment for the permanent position of Executive Assistant is in the final stages.

3. Financial

The Business Manager advised that the Library is working closely with the District of North Vancouver regarding the 2018 budget process and in updating the Asset Management Plans for collections and for technology.

4. CONSENT AGENDA

1. Operational Approval

MOVED by Linda Munro and SECONDED by Kristine Mactaggert Wright

THAT the consent agenda be adopted;

AND THAT the minutes of the regular meeting of the Board – June 29, 2017 be approved.
(17-09-02)

MOTION CARRIED

Prior to the approval of the consent agenda, Board members discussed:

- How the library measures the public's use of books and digital materials which includes library visits, attendance and circulation.
- The visit by the Korean library delegation - In July 2017, North Vancouver District Public Library welcomed a delegation of municipal officials from the Republic of Korea. The purpose of their visit was to research policies, operations, and procedures at institutions in Canada. The visit was deemed a great success.
- The funding for StoryLab, a digital creation space servicing the District of North Vancouver. The NVDPL Board has approved the project in principle.
- The 10-year capital plan process.

5. ADVOCACY COMMITTEE OF THE WHOLE

<<A member of the public joined the meeting at 6:55 pm>>

MOVED by Mike Little and SECONDED by Linda Munro

THAT the Board enter into the Committee of the Whole. (17-09-03)

MOTION CARRIED

6. DISCUSSIONS/MOTIONS

1. Trustee Code of Conduct

The Governance Committee presented a draft Trustee Code of Conduct with a recommendation for adoption by the Board. Discussion ensued.

MOVED by Colleen MacMillan and SECONDED by Mark Jefferson

THAT the Code of Conduct be referred back to the Governance Committee for further review. (17-09-04)

MOTION CARRIED

2. Annual Board Survey

The Board reviewed the Annual Board Survey form.

MOVED by Linda Munro and SECONDED by Kristine Mactaggart Wright

THAT the circulated assessment survey to be used in the 2017 process be approved.
(17-09-05)

MOTION CARRIED

7. STANDING ITEMS

1. Updates – Committees

1. Finance and Infrastructure

The next committee meeting is scheduled for mid-October. Preliminary capital budget requests for 2018 will be brought to the Board meeting on October 26. FIC will then meet in November to finalize the 2018 budget requests.

2. Governance

Kristine Mactaggart Wright chaired the last Governance meeting. At that meeting, the committee worked on the Code of Conduct, and discussed the Trustee Recruitment process.

3. Human Resources

Mark Jefferson advised that the Human Resource Committee will need more time to address all of the policies and expects the committee to meet again in late October or early November.

The Board Chair advised that he will be meeting with DNV CAO David Stewart with respect to recommendations regarding the Collaboration Agreement, policies and service agreements.

2. Updates – Affiliates

1. InterLINK

InterLINK recently met and reviewed the 2016-2019 strategic plan which includes a leadership program for library staff and future managers. The InterLINK Board is conducting a self-evaluation survey and is updating their personnel policies to reflect issues regarding spousal benefits.

2. Friends of the Library

Friends of the Library held an AGM on September 28, 2017.

An information session for members of the public who may be interested in becoming a NVDPL trustee was held on September 27, 2017. A representative from the Friends group participated at this session in order to promote membership in the Friends of the Library.

3. Council

No report.

8. ADJOURN – 8:40 pm

MOVED by Linda Munro

THAT the September 28, 2017 Board meeting be adjourned. (17-09-06)

MOTION CARRIED

Board Chair

10/26/17

Date

Director, Library Services

26 Oct 2017

Date