



REGULAR MEETING of the NVDPL BOARD

THURSDAY, NOVEMBER 23, 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.
Kristine Mactaggart Wright – Trustee
Mark Jefferson – Trustee
Colleen MacMillan – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Sarka Navratil – Executive Assistant
Meghan Crowe – Communications/Events Coordinator
Adam Farrell – Manager, Innovation & Learning
Corinne McConchie – Manager, Welcoming Initiatives
Krista Scanlon – Manager, Collection Services

Guests

Andy Wardell – DNV, Acting Chief Financial Officer

REGRETS

Library Board

Phil Webber – Trustee
Lara Greguric – Trustee
Allison Rzen – Trustee

REGRETS

Library Staff

Deborah Hudson – Business Manager
Alison Campbell – Manager, Community Connections

REGRETS

Guests

Rick Danyluk – Manager, Financial Planning

1. WELCOME AND CALL MEETING TO ORDER – 6:09 PM

2. ADOPTION OF AGENDA

MOVED by Mark Jefferson and **SECONDED** by Kristine Mactaggart Wright

THAT the agenda for November 23, 2017 Meeting of the Board be approved. (17-11-01)

MOTION CARRIED

3. STANDING REPORTS

1. Chair's Report

The North Vancouver Community Arts Council's announcement of federal funding for the Cultural Mapping project was attended by two Members of Parliament and two Mayors, as well as the artists of the 2018 You Are Here Calendar. The Lynn Valley Library supported the event by providing space and promotion. The Chair led follow up discussion from last month's Board meeting regarding an inquiry into selling fundraising items inside the library. It was noted that while non-profit organizations are not allowed to solicit for donations inside the library, they may be allowed to have a staffed display in the common breezeway. The Board acknowledged that the Library is a safe,

neutral space and as such, the Library does not participate in third party fundraising activities on site. General discussion arose of the policy resulting from the query. It was noted that the Library lends its support by promoting awareness through in-branch displays, social media and website posts. Suggestion made to discuss this policy further at a future Board meeting.

2. Director's Report

Upcoming events include the NVDPL Board presentation to Council on December 4, DNV Volunteer Appreciation Reception on December 6, Library Board dinner on December 7, and Minister Fleming's Library visit on Monday, December 18. Highlights from Inspiring Stories were reviewed with the Board. Branch news includes: Capilano Library received new furniture for their upstairs study area; long-term employee, Carmiña Jenkins is retiring. Extreme cold weather is being anticipated, discussions with partner agencies underway regarding the potential for creating warming stations at local community spots such as Libraries. Dan Francis, a local author, received the Governor General's History Award (also known as the Pierre Berton Award).

3. Business Report

No report.

4. CONSENT AGENDA

1. Operational Approval

MOVED by Kristine and SECONDED by -Linda

THAT the consent agenda be adopted;

AND THAT the minutes of the regular meeting of the Board – October 26, 2017 be approved. (17-11-02)

MOTION CARRIED

2. Reports

1. Media Report
2. SRC 2017 Report
Received for information.

3. Correspondence

1. Provincial Grant Conveyance Letter
Received for information.

5. DISCUSSIONS/MOTIONS

1. 2018 Budget – Approval Update

Acting CFO Andy Wardell reviewed the 2018 Budget with the Board. StoryLab discussion ensued, in part about assets requiring on-going maintenance. The Acting CFO noted that the Library has done quite well with its budget requests considering the demands on limited District's resources.

MOVED by Colleen MacMillan and SECONDED by Kristine Mactaggart Wright

THAT the 2018 Operating Budget, as presented, be approved for recommendation to Council with the following considerations:

- **\$40,000 for the Parkgate and Lynn Valley Anniversary Upgrade Planning being included subject to available Board Surplus.**
- **A commitment of \$75,000 be considered to support StoryLab operations starting in 2019 and beyond; and**

AND THAT the 2018 Capital budget, as presented, be approved for recommendation to Council with the following consideration:

- **\$162,000 Community Amenity Contribution funding for the StoryLab Project to be confirmed.** (17-11-03)

MOTION CARRIED

2. Board Resolution For Single Source Purchase-Horizon

Acting CFO discussed rationale for using 'single source' purchase in this situation.

MOVED by Linda Munro and SECONDED by Mark Jefferson

THAT the Library Board approve the single source purchase of over \$25,000.00 for the annual renewal of the NVDPL Integrated Library System "Horizon" in 2018, using \$42,588.28 in funds designated annually for this purpose in the NVDPL Operating Budget.
(17-11-04)

<<Andy Wardell departed at 6:40 pm>>

MOTION CARRIED

3. Annual Review of Fines, Fees and Charges

Manager, Welcoming Initiatives reviewed the proposed edits to the Fines, Fees and Charges policy. Reviews of the rates are conducted annually, and include comparing NVDPL's rates with those of comparable nearby public libraries (i.e., NVCL, West Van Memorial Library). One highlighted change is for a modest increase to meeting room rates to begin in 2018. These rates have not been increased in several years. Board supported the proposal, and discussed whether there may be groups unable to afford this increase. Manager, Welcoming Initiatives will follow up with Recreation Commission bookings at the end of 2018 to see if they might have feedback regarding prospective groups deterred by the increased rates.

The Board also discussed its room rental aims, and whether raising rates achieves that goal. The Board agreed that one of the Library's aims is that its space be used as much as possible.

Another proposed change is to fees for overdue children's AV. The proposal would reduce children's fees on audiovisual formats. Following implementation of the change in 2018, the overdue rates would decrease from \$1 per day to \$.35. Implementation issues include: changes to Horizon system, signage and communication, and staff training.

The Board also discussed charging higher fees on in-demand items, how due dates are charged, and current \$5 outstanding fee limit (that is, whether it is a barrier that deters patrons from returning to the library). Single fee charged for fax service was also discussed, as currently the fax machine cannot predetermine long distance.

<<Jim Hanson departed at 7:11 pm>>

ACTION – follow up with Rec Commission for feedback and data collection regarding Library room booking activity for next year's review.

MOVED by Kristine and SECONDED by Colleen

THAT the Library Board approve the updated policy B-OP-13 REGULATION OF BORROWING PRIVILEGES, including Appendix A: FINES, FEES AND CHARGES. (17-11-05)

MOTION CARRIED

4. 2018 Library Closure Dates

Manager, Welcoming Initiatives reviewed the 2018 Library Closure Dates. One change from last year is early closure for the two days between Christmas and New Year. That is, Dec. 27 and 28 the branches will close at 5pm (rather than 9pm).

MOVED by Linda and SECONDED by Mark

THAT the Library Board approve the proposed 2018 closure dates and times; AND THAT the Board approve the system-wide half day closure of the Library, for an all-staff workshop, to be scheduled in December 2017 on a date that maximizes staff attendance and minimizes disruption to the public. (17-11-06)

MOTION CARRIED

5. Non-Traditional Circulating Items

Manager, Collection Services introduced her report on circulating non-traditional items in public libraries, such as engravers, energy meters, Storytime kits, the Human Library, and cultural innovation passes. Assessment criteria to be considered before launching such a collection would include: demonstrated community demand and/or availability at other local libraries, sufficient funding, suitable shelving space, safety concerns and staff training. The Board agreed that offering lending collections that engage the community is a positive initiative, while also noting concerns related to replacement costs, and suggested doing a damage analysis and conducting a needs assessment.

ACTION: Board is supportive of moving forward and endorsed staff to identify and provide non-traditional circulating collections as well as develop appropriate guidelines and policies.

<<5 minute break at 8:03 pm>>

6. NVDPL Board Annual Review 2017

Discussion and interpretation of results. Board discussed adding page numbers to final Board document. Tools such as a retreat or workshop for improved Board collaboration and communication were also suggested. Board Chair stated he is satisfied with the results, survey shows normal yearly trends. Decision for next year's new Board to decide on any additional direction or changes to the survey.

6. ADVOCACY COMMITTEE OF THE WHOLE

7. STANDING ITEMS

1. Updates – Committees

1. Finance and Infrastructure

Meeting Minutes – November 15, 2017. Budget presentation provided earlier in the meeting.

2. Governance

Meeting Minutes – September 14, 2017. No new items to report.

3. Human Resources

Next meeting on November 29, 2017. Will report at next meeting.

2. Updates – Affiliates

1. InterLINK

No meeting.

2. Friends of the Library

No report.

3. Council

No report.

7. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates listed in the Agenda.

8. ADJOURN REGULAR BOARD MEETING AT – 8:13 pm

MOVED by Mike Little

THAT the November 23, 2017 Board meeting be adjourned. (17-11-07)

MOTION CARRIED



Board Chair

02/20/18

Date



Director, Library Services

22 Feb 2018

Date