



INAUGURAL MEETING of the NVDPL BOARD

THURSDAY, JANUARY 25, 2018 – 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 (via phone)

Colleen MacMillan – Trustee

Phil Webber – Trustee (via phone)

Library Staff

Jacqueline van Dyk – Library Director

Meghan Crowe – Communications/Events Coordinator

Alison Campbell – Manager, Community Connections

Adam Farrell – Manager, Innovation & Learning

Krista Scanlon – Manager, Collection Services

Deborah Hudson – Business Manager

Sarka Navratil – Executive Assistant

REGRETS

Library Board

Allison Rzen – Trustee

REGRETS

Library Staff

Corinne McConchie – Manager, Welcoming Initiatives

1. DIRECTOR OF LIBRARY SERVICES CALLED MEETING TO ORDER – 6:02 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. Mike Little was declared the 2018 Board Chair by acclamation.

2.1.1 Incoming Board Chair’s Remarks

Newly elected Board Chair Mike Little thanked the Board for his nomination and election and noted that he looks forward to the 2018 year.

2.2 Election of Vice-Chair

Board Chair Mike Little conducted the election process for the position of Library Board Vice-Chair. Linda Munro was declared the 2018 Vice Chair by acclamation.

2.1.1 Incoming Vice-Chair's Remarks

Newly elected Vice-Chair Linda Munro thanked the Board and stated she is looking forward to continuing to serve the Library.

3. ADOPTION OF AGENDA

Board Chair asked if there were any errors, omissions, or additions that needed to be made in reference to the Agenda. There were none. Trustee CM requested an update on Trustee MJ's resignation.

MOVED by Linda Munro and SECONDED by Jim Hanson

THAT the Agenda for the January 25, 2018 regular meeting of the Board be adopted. (18-01-01)

MOTION CARRIED

4. STANDING REPORTS

4.2 Chair's Report

Board Chair informed the Board that Trustee MJ resigned from the Board in December 2017 due to new work obligations. Board Chair will be meeting with MJ to obtain feedback, specifically to do with the HR committee that MJ chaired. Trustee CM voiced her concern of not being aware about MJ's resignation. Board Chair received an email from MJ on December 22; however MJ's resignation was not finalized until the end of December. We are awaiting information from the DNV regarding the new appointments. Trustee CM enquired about the trustee recruitment process and Trustee LM enquired about the delay in the appointments. At this time it is unknown when the final decision will be made.

Board Chair attended a Christmas party hosted by the North Van Recreation and Arts Commission and attended by a number of other local agencies.

4.1 Director's Report

A joint NVDPL Board and NV SD44 Board meeting is scheduled for April 10, 2018 at Capilano Library. Discussion will focus on library services for children and families and how the library supports the community. The Director reported on some vandalism at the Capilano library, and thanked the Board for its support of the annual all-staff workshop in December 2017. Trustee CM enquired about the issue of parking lot congestion at Parkgate Library due to the high volume of ski hill users leaving their vehicles all day. Community Connections Manager spoke about current signs posted around the property that request they park on the street or take the bus. Board Chair suggested a discussion with the District about imposing a 4 hour parking limit to discourage skiers, not library patrons.

4.3 Business Report

Working on more efficient streamlining of current processes in implementing the new financial policies. External audit process is scheduled for February 19 – March 2.

5. CONSENT AGENDA

5.1 Operational Approval

Trustee PW requested a creation of a Board Action item form to track any outstanding Action items.

ACTION ITEM – create a Board Action Items form and include in monthly package.

5.2 Reports

- 5.2.1 Media Report
- 5.2.2 Director’s Quarterly Report
- 5.2.3 Library Operations Report
- 5.2.4 2017 Board Work Completed

5.3 Correspondence

- 5.3.1 BCLTA Brief
- 5.3.2 North Shore Community Foundation

MOVED by Colleen MacMillan and SECONDED by Jim Hanson

THAT the Consent Agenda be adopted as amended;

AND THAT the Minutes of the Regular Meeting of the Board—November 23, 2017, be approved.

(18-01-02)

MOTION CARRIED

6. BOARD ACTION ITEMS

6.1 Motions Required

6.1.1 2018 Board Work Plan

Board Chair enquired if there were any questions about the proposed Work Plan. Trustee PW requested that the Q2 Governance include the completion of the Risk Management Plan and report to the Board. Library Director clarified that the Plan is included in the Library Director’s work plan.

MOVED by Linda Munro and SECONDED by Colleen MacMillan

THAT the Board supports its 2018 Annual Work Plan as proposed. (18-01-03)

MOTION CARRIED.

6.1.2 Committee Appointments

NVDPL Board Standing Committee Appointments

The Board Chair proposed postponing committee appointments until the full Board is present. Decision to appoint committee members for FIC and InterLink, the rest to be decided at the February Board meeting. Committees are still in place until members are replaced.

- **Finance and Infrastructure Committee:** Lara Greguric; Mike Little; Colleen MacMillan; Allison Rzen (for one meeting); Jacqueline van Dyk (Ex-officio).
- **InterLINK Board Designate and Alternate:** Colleen MacMillan (designate); Mike Little (alternate). Next InterLINK Board meeting on Feb 27. Mike Little will attend the April meeting.

ACTION –Schedule FIC meeting.

MOVED by Lara Greguric and SECONDED by Linda Munro

**THAT the Board approves the following appointments to the Committees:
FIC – Lara Greguric, Mike Little, Colleen MacMillan and Allison Rzen.
InterLINK – Colleen MacMillan (designate), Mike Little (alternate). (18-01-04)**

MOTION CARRIED

6.1.3 Director's Work Plan for 2018

Library Director spoke about the exciting projects coming up, including Story Lab and Express Library. She also noted that this work plan is underpinned by staff and departmental work plans.

MOVED by Colleen MacMillan and SECONDED by Jim Hanson

THAT the Board supports the 2018 Annual Work Plan of the Library Director. (18-01-05)

MOTION CARRIED

6.1.4 Regular Board Meeting Schedule for 2018

Board Chair discussed the desire to reduce the Board meeting time and agenda package size. Recommendation that the March Board meeting be marked as tentative until further decision. Business Manager advised that specific deadlines (e.g. SOFI approval) may be a factor in the timing of the meetings. Board agreed to be flexible as needed. Board Chair suggested the Board Meeting Schedule for 2018 be approved as is, with the flexibility to make changes as the year progresses. FIC Chair LG noted that she cannot attend the April 26 Board meeting.

MOVED by Jim Hanson and SECONDED by Linda Munro

THAT the Board approve the schedule for the regular meetings of the NVDPL Board for the 2018 term, including the place-holder of a possible meeting in August, and the Board's Holiday Dinner on December 5, 2018. (18-01-06)

MOTION CARRIED.

6.1.5 Board Micro-Budget

Business Manager gave a brief overview of the Board's Micro-budget, noting a consistent budget year over year. Trustee LM enquired how the proposed Board retreat/workshop would be funded, Business Manager stated that the budget operates to the bottom line, and therefore there is flexibility within the budget lines. Trustee PW enquired about flexibility in the budget from the DNV perspective. Business Manager confirmed that the bottom line for the Board's budget is specified at \$11,444.

MOVED by Linda Munro and SECONDED by Colleen MacMillan

THAT the Board expenditures in 2018 be allocated in accordance with the suggested "micro-budget" as outlined. (18-01-07)

MOTION CARRIED.

6.1.6 Single Source Purchase – OverDrive

Business Manager reviewed the report with the Board. The purchase is captured in the operating budget and is an expected expenditure. Collection Services Manager updated the Board about Overdrive – in partnership with other BC Libraries Co-op, the digital license is purchased yearly. Usage is increasing in the very popular eBooks and audio books service, which are one of the library's core resources. Board Chair enquired why only a single source was used, and the Business Manager clarified that due to its purchasing power, the BC Libraries Co-op is able to negotiate consortial pricing. Trustee PW stated there was no benefit to do multiple sourcing as the purchasing power of the Co-op is the best. Trustee PW requested future reports to include more detail on the reason why a single source is being used.

MOVED by Lara Greguric and SECONDED by Phil Webber

THAT the Board approve the Library single source purchase of over \$25,000.00 for the annual renewal of Library-To-Go (OverDrive), using not more than \$42,090.07 in funds designated annually for this purpose in the NVDPL Operating Budget. (18-01-08)

MOTION CARRIED.

6.1.7 Single Source Purchase – Bibliotheca

Business Manager reviewed the report with the Board. Bibliotheca provides maintenance and service for self-checkout, security gates etc. The Library is reliant on this RFID infrastructure which is heavily used on daily basis, and Bibliotheca the only company that

can service this equipment. Some equipment components are scheduled to be replaced in 2019. Trustee PW enquired regarding the price increase from the previous year and whether there was a possibility of negotiating a reduction in maintenance fees.

MOVED by Linda Munro and SECONDED by Jim Hanson

THAT the Board approve the Library sole source purchase of over \$25,000.00 for the annual renewal of the Bibliotheca RFID 2018 Maintenance Contracts using not more than \$29,000 in funds designated annually for this purpose in the NVDPL Operating Budget. (18-01-09)

MOTION CARRIED.

7. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Advocacy

Trustee LM requested Board members forward any new Advocacy ideas to her. Trustee CM suggested reaching out and providing library information to First Nations. Board Chair explained that the local First Nations opted out of payment to the DNV for library services as they have their own. Board Chair took the opportunity to encourage all Board members to participate in fixed local community events. Trustee LM requested to work with Communications/Events Coordinator on a calendar of upcoming local events. Board Chair updated the Board on his and Trustee LM's presentation to the DNV council in Dec. 2017. Trustee CM enquired about the upcoming NVDPL/SD44 joint meeting. Trustee LM responded that librarians interact with young children, establishing a lifelong love of reading and community building, and that as a Board, the joint meeting is a good way to get ideas on how to strengthen the relationship.

7.1.2 Finance and Infrastructure

No meetings have been held; nothing to report.

7.1.3 Governance

No meetings have been held; nothing to report.

7.1.4 Human Resources

Board Chair and MJ will be meeting next week to discuss what HR Committee items need to be carried forward.

7.2 Updates – Affiliates

7.1.1 InterLINK

Met on December 5.

7.1.2 Friends of the Library – Trustee LM enquired how the NVDPL's Friends of the Library fundraising compares to other libraries. Communications/Events Coordinator stated that it is very comparative. Suggestion made to write a letter of appreciation to the Friends of the Library, and to organize a social tea, with Board members attending, to honour volunteers.

ACTION – Letter of appreciation to the Friends of the Library, and organize a social tea with Board members attending.

7.1.3 Council – no updates.

8. IMPORTANT UPCOMING DATES



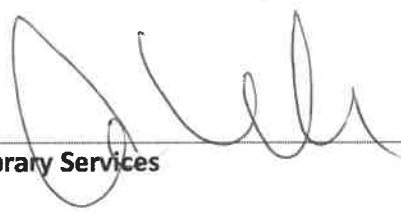

Trustees noted the important upcoming dates on the Agenda. Friends of the Library book sale is scheduled for Feb. 2-4. Trustee CM suggested having more staff presentations at upcoming Board meetings.

9. ADJOURN – 7:42 PM

MOVED by Linda Munro

THAT the regular meeting of the NVDPL Board be adjourned. (18-01-10)

MOTION CARRIED.

 Library Board Chair	 Date
 Director, Library Services	 Date

