



CONNECTING COMMUNITY. SHARING KNOWLEDGE. INSPIRING STORIES
REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 26, 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.
Allison Rzen – Trustee
Lara Greguric – Trustee (via phone)
Colleen MacMillan – Trustee
Phil Webber – Trustee
Valerie Dong – Trustee
Ana Lopez – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Meghan Crowe – Communications/Events Coordinator
Alison Campbell – Manager, Community Connections
Krista Scanlon – Manager, Collection Services
Deborah Hudson – Business Manager
Sarka Navratil – Executive Assistant

Guests

Andy Wardell – DNV, Acting Chief Financial Officer
Nicola Chevallier – DNV, Section Manager, Facilities & Special Projects

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:10 PM

2. ADOPTION OF AGENDA

Board Chair asked if there were any changes that needed to be made in reference to the Agenda. There were none.

MOVED by Ana Lopez and SECONDED by Valerie Dong

THAT the Agenda for the April 26, 2018 Regular Meeting of the Board be adopted. (18-04-01)

MOTION CARRIED

3. STANDING REPORTS

3.1 Chair’s Report –

Board Chair spoke about the successful joint NVDPL/SD44 board meeting. School Board provided a number of movie tickets for the upcoming Indian Horse showing on Monday, April 30.

< Alison Rzen arrived at 6:15 pm >

3.2 Director’s Report

Library Director provided the Board with staff updates. Maryann Kempthorne will be starting with the NVDPL on April 30 as the new Manager of Learning, Innovation and Technology. Corinne McConchie, Manager of Welcoming Initiatives is on medical leave; Krista Scanlon is overseeing the

department until her return. Library Director is a member of a new steering committee, North Vancouver Social Plans. She recently hosted a Library Leadership Council meeting with fellow chief librarians, featuring a seminar on Asset Management Planning by Andy Wardell. Trustees PW and LG attended Writer's Festival, and the North Shore News featured a positive feedback letter about the event. The NVDPL Librarian's team won the Trivia Quiz event. Discussed the upcoming BC Summer Reading Club 2018 – them is "Motion Commotion" planning is underway for the medals ceremony.

4. PRESENTATION

4.1 District Services Orientation

Andy Wardell gave a brief background of the support services provided by the North Vancouver District to the Library.

4.2 Facilities Overview

Nicola Chevallier provided the Board with an overview of DNV facilities and duties - major projects, asset management O&M support, Energy Management program and major initiatives. Building occupant's (NVDPL) responsibilities comprise of minor improvements including furniture, fixtures and equipment, day to day operations such as routine preventive maintenance, minor retrofits and operational efficiencies. Board requested clarification on what measures are used to assess building condition. Nicola Chevallier responded that it depends on physical, demand/ capacity and/or functionality. Board also enquired about frequency of assessments, Nicola Chevallier replied that it is on-going, and that a quarter of the District's portfolio is reviewed every year, resulting in each project being assessed every 4 years. Trustee PW enquired about last year's HVAC failure at the Parkgate library, and if it was possible to have an incident analysis done, to foresee and prevent similar future incidents. Nicola Chevallier clarified that the Library is responsible for day to day maintenance and can request incident reports from their service contractor as needed. When Library staff need additional support, they can request Facilities staff support. On behalf of the Board, Trustee AR thanked Nicola Chevallier for her presentation, and requested an annual update on Library buildings.

5. CONSENT AGENDA

5.1 Operational Approval

5.2 Reports

Trustee PW requested that item 5.2.9 be pulled and added to 6.1.3.

5.2.1 Media Report

5.2.2 Q1 2018 Director's Quarterly Report

5.2.3 Q1 2018 Library Operations Report

5.2.4 Q1 2018 Report on Financial Operations

5.2.5 Q1 2018 Board Work Plan

5.2.6 NVDPL Board Action Items

5.2.7 NVDPL Board and Administration Contact Information

5.2.8 InterLINK – 2018 budget

5.2.9 MG-FIN-12.1 – Procurement of Library Collection Materials

MOVED by Colleen MacMillan and SECONDED by Allison Rzen

THAT the Consent Agenda be adopted as edited (move item 5.2.9 to 6.1.3a) and the motions contained therein;

AND THAT the Minutes of the Regular Meeting of the Board—February 22, 2018, be approved.
(18-04-02)

MOTION CARRIED

6. BOARD ACTION ITEMS

6.1 Motions Required

6.1.1 2017 Draft Audited Financial Statements – FIC Chair LG provided an overview and explanation of the Financial Statements for the Board. The Board reviewed the attached documents. Trustee PW thanked FIC Chair LG for providing the documents for review and questions before the Board meeting and suggested the auditors be more specific around the segregation of duties weakness in future; Trustee LG clarified that it was discussed at the FIC Committee meeting, and it was not seen as a major issue. The Board agreed to work with management and the internal auditor to review policies and ensure they are followed. For the motion, Trustee PW requested to change NVDPL to the full legal name, District of North Vancouver Municipal Public Library, as stated on the financial report.

MOVED by Allison Rzen and SECONDED by Phil Webber

THAT the District of North Vancouver Municipal Public Library Draft Audited Financial Statements for year ending December 31, 2017 be approved as edited. (18-04-03)

MOTION CARRIED

6.1.2 2017 Statement of Financial Information – Trustee LG provided an overview and explanation of the Financial Statements for the Board. The Board reviewed the attached documents. Board Chair requested that full legal name be included in this Motion as well.

MOVED by Phil and SECONDED by Allison Rzen

THAT the Statement of Financial Information for the District of North Vancouver Municipal Public Library for the year ended December 31, 2017 be approved. (18-03-04)

MOTION CARRIED

6.1.3 B-FIN-12 – Procurement Purchasing and Payment Approval – Andy Wardell spoke to the updated Policy that was reviewed at the April 19th FIC committee meeting. Board Chair enquired if there is any foreseeable benefit in reviewing the consortium agreements to take advantage of procurement advantages. Andy Wardell responded that due to the niche service market nature of Library procurement, noting that not participating in the consortium may not add any value. Trustee AR suggested bringing in an industry expert on annual basis to ensure the Library is receiving the best value. Trustee AL enquired if renewal proposals to add features add unbudgeted costs to recurring payment and licenses. Andy Wardell responded that it is expected that management plans upcoming renewals in advance, proactively produces a business case, reviews it with Finance staff and the Board then requests a budget change (if needed) before making the commitment to purchase. Trustee AR queried which items are library specific and not combined with the

District procurement. Andy Wardell clarified that library specific RFID and integrated library systems would be examples that would not be combined whereas software such as MS Office or desktop PCs would be combined.

6.1.3a MG-FIN-12.1 – Procurement of Library Collection Materials

MOVED by Allison Rzen and SECONDED by Colleen MacMillan

THAT the proposed changes to existing Library Policy B-FIN-12 Finance Procurement, Purchasing & Payment Approval, Authority to Act are approved and adopted. (18-04-05)

MOTION CARRIED

MOVED by Ana Lopez and SECONDED by Valerie Dong

THAT the Board receive for information new Management Guideline MG-FIN-12.1 PROCUREMENT: LIBRARY COLLECTION MATERIALS and RESOURCE. (18-04-06)

MOTION CARRIED

6.1.4 InterLINK – revised draft agreement –

Director spoke to the history of InterLINK and the updated agreement. Trustee LM requested a short summary of changes. Trustee CM explained that the agreement was simplified to make it easier to comprehend.

MOVED by Linda Munro and SECONDED by Allison Rzen

THAT the NVDPL Board, a federation member, approves the revised draft Public Library InterLINK Agreement. (18-04-07)

MOTION CARRIED

6. ADVOCACY COMMITTEE OF THE WHOLE

<The Board then entered into the Advocacy Committee of the Whole and re-entered the Regular Board meeting at 8:55 pm>

<Jim Hanson departed at 8:40 pm>

7. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Advocacy

Next meetings: June 28

7.1.2 Finance and Infrastructure

Next meeting: July 18, 6 pm

7.1.3 Governance

Next meeting: May 1, 6 pm

7.1.4 Human Resources

Next meeting: June 12, 6 pm

7.2 Updates – Affiliates

7.1.1 InterLINK

7.1.2 Friends of the Library – book sale coming up.

7.1.3 Council – no new update provided.

8. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates on the Agenda.

9. ADJOURN – 9:00 PM

MOVED by Linda Munro

THAT the Regular Meeting of the NVDPL Board be adjourned. (18-04-08)

MOTION CARRIED.


Library Board Chair


Date


Director, Library Services


Date

