



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

**THURSDAY, MAY 24, 2018 – 6:00 PM**  
Lynn Valley Library – Program Room, 1<sup>st</sup> Floor  
1277 Lynn Valley Road, North Vancouver, BC

# MINUTES

## ATTENDEES

### Library Board

Mike Little – Chair  
Linda Munro – Vice Chair  
Allison Rzen – Trustee  
Lara Greguric – Trustee  
Colleen MacMillan – Trustee  
Phil Webber – Trustee  
Valerie Dong – Trustee  
Ana Lopez – Trustee

### REGRETS

Jim Hanson – Trustee / Council Rep.

### Library Staff

Jacqueline van Dyk – Library Director  
Meghan Crowe – Communications/Events Coordinator  
Alison Campbell – Manager, Community Connections  
Krista Scanlon – Manager, Collection Services  
Maryann Kempthorne – Manager, Innovation & Learning  
Sarka Navratil – Executive Assistant

### REGRETS

Deborah Hudson – Business Manager

### Guests

Michael Burris – InterLINK  
Jennifer O’Donnell – Digital Services & Resources Librarian

**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 Linda Munro and SECONDED by Lara Greguric**

**THAT the Agenda for the May 24, 2018 Regular Meeting of the Board be adopted.** (18-05-01)

**MOTION CARRIED**

Library Director introduced new hire Maryann Kempthorne, Manager of Learning. Maryann Kempthorne started with the NVDPL on April 30, 2018.

**3. PRESENTATIONS**

**3.1 Jennifer O’Donnell – Digital Services & Resources Librarian**

Digital Services & Resources Librarian provided the Board with a presentation overview of the NVDPL’s Digital services. Board requested clarification on how these services are promoted, and what efforts are made to ensure public is aware of them. Digital Services & Resources Librarian described several ways the Library promotes the services, including through social media, posters

throughout the Libraries, ensuring tech tutors are trained to promote services, tie-ins with the Summer Reading programs, and cross-promoting to parents coming in to sign up their children. Trustee PW enquired about budget and usage of service. Digital Services & Resources Librarian replied that usage is consistent and climbing, at 9% digital usage, 91% physical usage, and that an additional \$60K was budgeted towards digital resources in 2018. Trustee PW suggested identifying 3-4 items that may be promoted to receive funds in the next operating budget.

### **3.2 Michael Burris – Public Library InterLINK**

Michael Burris provided a presentation overview of InterLINK. Discussion about this year's Library Day at the PNE, as local Tim Hortons are promoting the event. Board Chair voiced concern about general public not being familiar with InterLINK, consequently a local library should be promoted instead. Communications/Events Coordinator clarified that the promotion directs the public to visit their local library.

*< Colleen MacMillan left at 7:00 pm >*

## **4. STANDING REPORTS**

### **3.1 Chair's Report –**

Board Chair provided an update of his meeting with the NS News to discuss current events at the NV District. Board Chair also met with the Director of Library Services.

### **3.2 Director's Report**

Library Director provided the Board with update on the recent Whisky Library event, the most successful to date. Summer Reading Club (SRC) is launching on Monday, June 11, and will feature "Motion Commotion" theme. We received Young Canada Works grants to allow us to hire three students to assist with SRC this year. A gallery exhibition of past SRC posters will be displayed on the second floor of the LV Library during July. Lynn Valley Parade is on June 16, Library's theme is SRC's Motion Commotion. EA to set up Doodle for the Board to decide on a date for the Lynn Valley Friday Night Concert NVDPL Board Soiree, dates suggested are August 17 or 24. Library Director informed the Board that she has an out-of-town meeting with library directors on Sept 27-28 and inquired whether the Board would be willing to reschedule the Sept 27 Board meeting. Board Chair proposed cancelling the meeting. EA to poll trustees for alternate dates in the event a September meeting is required.

## **5. CONSENT AGENDA**

### **5.1 Operational Approval**

### **5.2 Reports**

#### **5.2.1 Media Report**

#### **5.2.2 NVDPL Board Action Items**

**MOVED by Ana Lopez and SECONDED by Phil Webber**

**THAT the Consent Agenda be adopted and the motions contained therein;**

**AND THAT the Minutes of the Regular Meeting of the Board—April 26, 2018, be approved.**

(18-05-02)

**MOTION CARRIED**

**6. BOARD ACTION ITEMS**

**6.1 Motions Required**

**6.1.1 Fee Amnesty Coupon Campaign** – Communications/Events Coordinator presented the proposed campaign to the Board. Trustees supported the overall concept of a fee amnesty project but discussed logistical concerns like how to ensure we connect with the correct audience and at the correct price point in order to ensure those patrons return to the library. Trustees requested additional background on borrower statistics, if reasons for delinquency—such as moving away or other—are known, and further, how the library notifies users and collects fines from delinquent accounts. Trustees suggested community events that may be suitable for promotion of an amnesty coupon, like upcoming concert series in the community.

***ACTION: Library staff to provide additional background on borrower profiles and targeting to inform a decision on a fee amnesty campaign.***

**6.1.2 DRAFT 2017 Annual Report Update** – Communications/Events Coordinator reviewed the Draft report with the Board, which will be distributed at the three branches, on the library website, and through the e-newsletter. Trustee PW suggested the addition of library services on the last page of the report.

**MOVED by Lara Greguric and SECONDED by Valerie Dong**

**THAT the Board endorses the draft content and general concept of the 2017 annual report, to be designed, printed and distributed in June and July of 2018** (18-05-03)

**MOTION CARRIED**

**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** – Trustee PW updated the Board. Committee reviewed and updated their WorkPlan, discussed Board surveys, InterLINK's Governance manual, and Risk Management Plan. Code of Conduct will be discussed at the upcoming June 13 Joint Boards meeting. Next meeting: July 19, 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 – no new update**

**7.1.3 Council – Library Director provided an update on the Express Library at Lower Capilano development, which is slated to be completed second quarter of 2019.**

**8. IMPORTANT UPCOMING DATES**

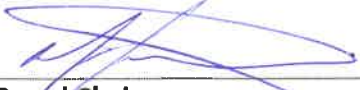



Trustees noted the important upcoming dates on the Agenda.

**9. ADJOURN – 7:42 PM**

**MOVED by Ana Lopez**

**THAT the Regular Meeting of the NVDPL Board be adjourned.** (18-05-04)

**MOTION CARRIED.**

 _____ <b>Library Board Chair</b>	 _____ <b>Date</b>
 _____ <b>Director, Library Services</b>	 _____ <b>Date</b>