



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

THURSDAY, JUNE 28, 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
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
Maryann Kempthorne – Manager, Innovation & Learning

REGRETS

Sarka Navratil – Executive Assistant

1. **BOARD CHAIR CALLED MEETING TO ORDER – 6:08 PM**
2. **ADOPTION OF AGENDA**

Board Chair informed the Board that the meeting was being recorded, and that the Vice Chair and Trustee AL will be arriving at a later time. Board Chair then asked if there were any omissions or changes that needed to be made to the Agenda as presented. There were none.

< Linda Munro arrived at 6:10 pm >

MOVED by Valerie Dong and SECONDED by Phil Webber

THAT the Agenda for the June 28, 2018 Regular Meeting of the Board be adopted. (18-06-01)

MOTION CARRIED

3. **STANDING REPORTS**

3.1 Chair’s Report –

Board Chair provided an update of the joint meeting of the North Shore Library Boards at the NV City Library, and the anti-bullying presentation. Trustee AR would have liked a more structured time to get to know the other Libraries’ Board trustees. Board Chair also updated the Board on the Education Minister’s Lynn Valley Library tour on June 12. Minister Fleming showed great interest in

the planned digital learning lab and is very supportive of digital learning. Update on this year's Lynn Valley Days parade; general sense that the parade and fair were not as well attended as in past years, possibly due to the event date being moved to June and thus competing with other events. The Library booth did have 245 children sign up for Summer Reading Club.

< Ana Lopez arrived at 6:19 pm >

3.2 Director's Report

Library Director provided the Board with an update on recent Library retirements: Nancy Hildebrand, Terry Paulyn and Corinne McConchie. Looking forward to hosting Film Camp in a few weeks. Summer Reading Club has almost 3,000 registrants, approximately 210 registrations per day since starting and exceeding last year's numbers. Thank you to the Board Chair and Vice Chair for participating in the parade, and to other Board trustees who took on work as honorary librarians.

4. CONSENT AGENDA

5.1 Operational Approval

5.2 Reports

5.2.1 Media Report

5.2.2 NVDPL Board Action Items

MOVED by Phil Webber and SECONDED by Lara Greguric

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

AND THAT the Minutes of the Regular Meeting of the Board—May 24, 2018, be approved.

(18-06-02)

MOTION CARRIED

5. BOARD ACTION ITEMS

5.1 Motions Required

5.1.1 Branding – Communications/Events Coordinator presented an updated refresh campaign to the Board. Trustee CM enquired about the process used to solicit feedback, stating it can be difficult to obtain an honest response. Trustee AL asked for clarification of the timeline, MC confirmed that there is enough feedback to proceed with establishing the branding guidelines; will provide next update in the Fall. Board Chair encouraged variety in offering unique and colourful library card designs.

MOVED by Linda Munro and SECONDED by Lara Greguric

THAT the NVDPL Board approve a modest logo refresh project, in the design direction of option #1, with potential for additional options to be developed, and minor refinements to colour and text choices. (18-06-03)

MOTION CARRIED

5.1.2 Fee Amnesty Coupons – Library Director provided an overview of the two types of borrower engagement campaign for Fee Amnesty coupons: 1) existing patrons who are

already engaged are given an opportunity to win a \$5 coupon (i.e. Spin-and-win wheel), with a goal of providing surprise and delight; and 2) lapsed patrons to encourage them to come back to the Library. The first campaign would be used during community events. Library Month in October provides a timely opportunity to run the second campaign. Board discussed the current fine structure and possible reasons for arrears. Fee Amnesty coupons would be targeted towards patrons who owe \$5-\$100 in outstanding fines and lost charges (2015/2016), and who have not used the Library in the last 3 years (would not be advertised to all patrons). Board Chair enquired about the process of old fines being written off, Library Director responded that a data management plan is yet to be developed and implemented.

ACTION: Correction of a typo on the Data sheet of 'Adults owing \$0'. Should read 21,578.

MOVED by Allison Rzen and SECONDED by Lara Greguric

THAT the NVDPL Board approve the proposal for the 2018 Fee Amnesty Coupon pilot project as proposed, with the purpose of achieving two community engagement goals: rewarding and surprising current active patrons, and encouraging inactive patrons to return to the Library.

(18-06-04)

MOTION CARRIED

6. ADVOCACY COMMITTEE OF THE WHOLE

MOVED by Valerie Dong and SECONDED by Colleen MacMillan

THAT the NVDPL Board enters into the Committee of the Whole (18-06-05)

MOTION CARRIED

7. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Advocacy – Next meeting: September 26, 2018.

7.1.2 Finance and Infrastructure – Next meeting: July 18, 6 pm.

7.1.3 Governance – Trustee PW updated the Board. Risk Management Plan has been developed and will be reviewed at the next Governance meeting on July 19, 6 pm.

7.1.4 Human Resources – Trustee AL provided update of the June 12 HR meeting. HR Manager and Advisor attended. Commitment made to review the Library HR Services Agreement. Next meeting to be set.

7.2 Updates – Affiliates

7.2.1 InterLINK

Trustee CM reported on Children's presentation for Interlink members and how Libraries and schools can work together, and a New-to-BC program presentation by Ben Hart. A potential Fall session on Financial Acumen is being organized by Michael Burris which may be open to all Boards, not just InterLINK's.

7.2.2 Friends of the Library – no new update

7.2.3 Council – Board Chair provided an update on a recent Council discussion regarding CAC funds for a teen/youth specific space in Lynn Valley.

8. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates on the Agenda.


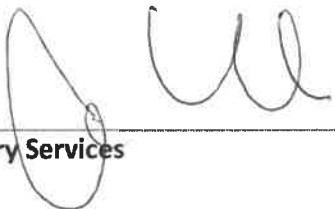
Board agreed to move the September’s Board meeting to Wednesday, September 26, at 6 pm.

9. ADJOURN – 7:25 PM

MOVED by Lara Greguric

THAT the Regular Meeting of the NVDPL Board be adjourned. (18-06-06)

MOTION CARRIED

 _____ Library Board Chair	JUNE 20, 2018 _____ Date
 _____ Director, Library Services	JUNE 20, 2018 _____ Date