



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

THURSDAY, NOVEMBER 22, 2018 – 6:00 PM
Lynn Valley Library – Program Room, 1st Floor
1277 Lynn Valley Road, North Vancouver, BC

MINUTES

ATTENDEES

Library Board

Linda Munro – Acting Chair
Allison Rzen – Trustee
Lara Greguric – Trustee
Valerie Dong – Trustee
Ana Lopez – Trustee

REGRETS

Jim Hanson – Trustee / Council Representative
Mike Little – Chair
Phil Webber – Trustee
Colleen MacMillan – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Sarka Navratil – Executive Assistant
Meghan Crowe – Communications/Events Coordinator
Alison Campbell – Manager, Community Connections
Krista Scanlon – Manager, Collection Services
Sandi Burgess – Manager, Welcoming Initiatives

Guest

Rick Danyluk – DNV, Manager Financial Planning

1. IN-CAMERA – 5:30-6:25 PM

1. ACTING CHAIR CALLED MEETING TO ORDER – 6:34 PM

2. ADOPTION OF AGENDA

Acting Chair asked whether there were any omissions or changes that needed to be made to the Agenda as presented. There were none.

MOVED by Allison Rzen and SECONDED by Valerie Dong

THAT the Agenda for the November 22, 2018 Regular Meeting of the Board be adopted. (18-11-01)

MOTION CARRIED

3. STANDING REPORTS

3.1 Chair’s Report –

Acting Chair updated the Board on the recent NNELS presentation with Minister Carla Qualtrough. Library Director thanked the Acting Chair for leading the tour.

3.2 Director’s Report

Library Director introduced Sandi Burgess, Manager of Welcoming Initiatives, and provided an update on November 20th DNV strategic planning consultation with partners (NVDPL, NVRCC, NVMA). She highlighted the upcoming Cultural Values Assessment workshop (CVA) which will measure the current and desired work environment for staff. Other highlights: management team

has started planning for 2019; annual all-staff workshop scheduled for Wednesday, December 5; NVDPL Board dinner scheduled in the evening of the same day. Krista Scanlon, Manager, Collection Services provided a review of the new radon kits that are now available for the library members to borrow.

4. CONSENT AGENDA

4.1 Operational Approval

1. Approval of Regular Minutes of the Board – *October 25, 2018.*

4.2 Reports

- 4.2.1 Media Report – October 15-November 15, 2018
- 4.2.2 Q3 2018 Report on Financial Operations
- 4.2.3 Library Month Fee Amnesty Campaign Report
- 4.2.4 NVDPL Q4 2018 Board Work Plan
- 4.2.5 NVDPL Board Action Items

Correspondence

- 4.3.1 Letter to Mayor Richard Walton
- 4.3.2 Letter from Minister Rob Fleming
- 4.3.3 Letter to the Friends of the Library

MOVED by Allison Rzen and SECONDED by Ana Lopez

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

AND THAT the Minutes of the Regular Meeting of the Board—October 25, 2018, be approved as presented. (18-11-02)

MOTION CARRIED

5. BOARD ACTION/DISCUSSION ITEMS

5.1 Discussion Items

5.1.1 2019 Budget-Approval – Rick Danyluk, DNV, Manager Financial Planning, provided an overview of the 2019 Budget for approval. Discussion of changing the 2019 review date of the Fines, Fees and Charges Policy, possibly to June or September. FIC Committee Chair LG informed the Board that the FIC Committee reviewed the 2019 Budget in detail and recommended the Board approve as presented.

MOVED by Lara Greguric and SECONDED by Valerie Dong

THAT the Library Board approve:

The 2019 Operating Budget including provisions for the Innovation Lab and Lions Gate Satellite Library (\$125k) and operating projects for Service Excellence and Library Software assessment (\$75k); and

The 2019 Capital Budget including new capital (\$280k) and renewal capital (\$723k). (18-11-03)

5.1.2 Annual Review of Fines, Fees and Charges – Library Director proposed status quo from previous year. Children’s A/V fees were reduced, resulting in a loss of \$8-9K revenue in 2018. Room rental fees were increased. However, due to Capilano Library upgrades resulting in the public meeting room as not available for rental, \$4-5K loss revenue was reported. Trustee AR enquired whether NVRCC rents library rooms for their programs, as that could generate income. Staff clarified that NVRCC does not rent library spaces for NVRCC programs. Trend across BC libraries is to reduce fines. Seven libraries in the province have eliminated their fines and report no difference in the return of library materials.

THAT the Library Board approve the updated policy B-OP-13 REGULATION OF BORROWING PRIVILEGES for 2019. (18-11-04)

5.1.3 2019 Library Closure Dates – early closures. Edit - Sunday, December 2 listed twice

MOVED by Allison Rzen and SECONDED by Valerie Dong

THAT the Library Board approve the proposed 2019 closure dates and times with the noted edit of Sunday, December 2 duplication;

AND THAT the Board approve the system-wide half day closure of the Library, for an all-staff workshop, to be scheduled in December 2019 on a date that maximizes staff attendance and minimizes disruption to the public. (18-11-05)

5.1.4 Annual Review of Policy B-OHS-03 Positive Workplace Environment: Anti-Bullying and Harassment – Board reviewed, no changes recommended.

MOVED by Ana Lopez and SECONDED by Valerie Dong

That the Board reviewed the Policy B-OHS-03 Positive Workplace Environment: Anti-Bullying and Harassment and had no changes to recommend. (18-11-06)

MOTION CARRIED

8. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Finance and Infrastructure – Committee met on November 15. Reviewed the 2019 Budget and Operating Results.

7.1.2 Governance – Committee met November 13. Decided to reopen survey to allow for more participation. Discussion regarding the development of a strategy to increase board member diversity in the trustee recruitment process.

ACTION: Library Director to follow up re: Board diversity initiative, working with the Governance Committee in 2019.

7.1.3 Human Resources – no update as Committee has not met

7.2 Updates – Affiliates

7.2.1 InterLINK – next meeting on November 27. 5K people used their library cards to enter the PNE this year.


7.2.2 Friends of the Library – AGM occurred on November 4

7.2.3 Council – Board will have a new Council representative for 2019

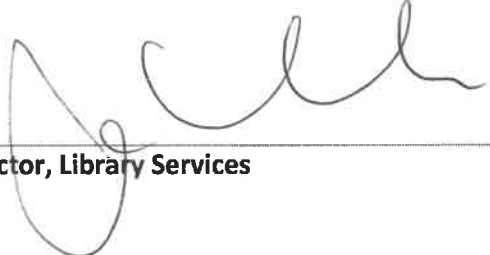
9. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates on the Agenda.

10. ADJOURN – 7:16 PM



Library Board Chair Date January 24, 2019



Director, Library Services Date 24 / 2019