



REGULAR MEETING of the NVDPL BOARD

THURSDAY, OCTOBER 25, 2018 – 6:00 PM

Parkgate Library – Program Room

3675 Banff Court, North Vancouver, BC

MINUTES

ATTENDEES

Library Board

Mike Little – Chair
Linda Munro – Vice Chair
Jim Hanson – Trustee / Council Rep.
Allison Rzen – Trustee
Phil Webber – Trustee
Colleen MacMillan – Trustee
Valerie Dong – Trustee
Ana Lopez – Trustee

REGRETS

Jim Hanson – Trustee / Council Rep.
Lara Greguric – 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
Maryann Kempthorne – Manager, Innovation & Learning
Sarka Navratil – Executive Assistant

Guest

Rick Danyluk – DNV, Manager Financial Planning

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:29 PM

2. ADOPTION OF AGENDA

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

MOVED by Colleen MacMillan and SECONDED by Linda Munro

THAT the Agenda for the October 25, 2018 Regular Meeting of the Board be adopted. (18-10-01)

MOTION CARRIED

3. STANDING REPORTS

3.1 Chair's Report –

Board Chair updated the Board on the recent election, and provided feedback from School Board Trustees on April's SD44/Library Board joint meeting – Trustees would like the next event to be more social and not as structured, allowing for more interaction between the Boards. Continuing issues with Seymour skiers parking in the Parkgate NVRCC/Library parking lot, more enforcement discussed. Global Canadian newspaper's concern regarding equitable space with NS News had been sorted out at the Capilano branch.

3.2 Director's Report

Library Director congratulated the Board Chair on being elected the DNV Mayor. FIC and Governance committees met, Summer Reading Club had 4,200 summer readers, with approximately 500 readers participating in the medal ceremony. As the recording of the June Board meeting was positive, the Board agreed to continue to record Board meetings as long as the persistent record becomes the written record. Sandi Burgess, Manager of Welcoming Initiatives, is starting on October 29, 2018. As a result of ongoing issues with patrons bringing 'messy' food into the Library, new food and drink guidelines have been introduced. Radon detection kits will soon be available at the North Shore, Sea-to-Sky and Sunshine Coast libraries. Teen writing contest was a great success; winning entries have been published in-house and are available for public checkout.

4. CONSENT AGENDA

4.1 Operational Approval

1. Approval of Regular Minutes of the Board – *June 28, 2018*. Trustee LM noted the Minutes state that the next Advocacy meeting is on Sep. 26, should be Oct. 25. Library Director noted that the Sep. 26 Board meeting was cancelled.

4.2 Reports

- 4.2.1 Media Report – June 19 – October 14, 2018
- 4.2.2 Q2 & Q3 2018 Director's Quarterly Report
- 4.2.3 Q2 & Q3 2018 Library Operations Report
Trustee AZ would like to see a yearly 5-year statistical comparison.
- 4.2.4 Q2 2018 Report on Financial Operations
- 4.2.5 NVDPL Q3 2018 Board Work Plan
- 4.2.6 NVDPL Board Action Items
- 4.2.7 Updated Board Guideline BG-GOV-02.1

ACTION: Staff to report on statistical trends in early 2019 and annually thereafter.

MOVED by Alison Rzen and SECONDED by Ana Lopez

THAT the Consent Agenda be adopted with noted edits and the motions contained therein;

AND THAT the Minutes of the Regular Meeting of the Board—June 28, 2018, be approved with the change as noted.

(18-10-02)

MOTION CARRIED

5. BOARD ACTION/DISCUSSION ITEMS

5.1 Discussion Items

5.1.1 Related Party Transaction Form – Library Director provided an overview. Board Trustees received the form for their signature.

5.1.2 2019 Budget Submission Update – Rick Danyluk – DNV, Manager Financial Planning, updated the Board on the 2019 Provisional Budget that was adopted in October, 2018.

Budget to be amended in early 2019, opportunity in November for the Library Board to finalize and approve the placeholder budget. Board enquired about and discussed upcoming projects. Trustee PW voiced concern about the Library funds not being spent expeditiously, and enquired about the District's procedure of unspent funds. Rick Danyluk explained that once the budget is approved it is closely monitored, though some delays are anticipated. Board questioned the rules on accumulated surplus, and enquired if surplus can be used for a different need/project not identified on the current work plan, i.e. does surplus become discretionary income. Rick Danyluk clarified that generally a justification of expenditures is required; however, if the Board proceeds with an expense that has been properly submitted, there is flexibility. Next step for Budget submission: Library staff to review the Budget, forward to FIC, bring to Board for approval in November, then back to Council in the new year.

ACTION: Add to FIC's 2019 Work Plan – future surplus distribution.

6. PRESENTATION

Maryann Kempthorne – Manager, Innovation & Learning provided an overview presentation of the Learning, Innovation and Technology department of the NVDPL. Board discussed IT security, server virtualization, innovation opportunities, and social media strategy.

7. ADVOCACY COMMITTEE OF THE WHOLE

MOVED by Valerie Dong and SECONDED by Phil Webber

THAT the NVDPL Board enters into the Committee of the Whole (18-10-03)

MOTION CARRIED

8. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Finance and Infrastructure – Committee met on Sep. 12, discussed third party form and upcoming Budget.

7.1.2 Governance – Committee met Oct. 18 – Discussed Work plan, Risk Management Team. To allow for comparison, the decision was made to keep the same Trustee survey questions for three years. Discussion of the Strategic planning 2020-2022 cycle.

7.1.3 Human Resources – *update to be provided at In-Camera meeting.*

7.2 Updates – Affiliates

7.2.1 InterLINK – met on Sep. 25. Mari Martin, Director of the Provincial Library branch provided an overview of the 2018 operational plan. InterLink Board discussed merits of Strategic Frameworks vs Strategic Plans. Trustee PW stated that the Library had created a Strategic framework in 2014; the Board found there was not enough direction on various activities and was not clear on how to bridge it together.

7.2.2 Friends of the Library – most successful book sale to date, AGM scheduled for Nov 4.

7.2.3 Council – election took place on October 20.

9. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates on the Agenda.

10. IN-CAMERA – 8:16 PM

11. ADJOURN – 8:48 PM



Library Board Chair

November 22, 2018

Date



Director, Library Services

22 Nov 2018

Date