



REGULAR MEETING of the NVDPL BOARD

THURSDAY, JANUARY 24, 2019 – 6:00 PM

Lynn Valley Library – Program Room, 1st Floor
1277 Lynn Valley Road, North Vancouver, BC

MINUTES

ATTENDEES

Library Board

Jordan Back – Council Representative
Gerald Baier – Trustee
Ana Lopez – Trustee
Kristine Mactaggart Wright – Trustee
James Mitchell – Trustee

REGRETS

Lara Greguric – Trustee
Allison Rzen – Trustee
Valerie Dong – Trustee
Phil Webber – Trustee

Library Staff

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

Guests

Andy Wardell – DNV, Chief Financial Officer

1. LIBRARY DIRECTOR CALLED MEETING TO ORDER – 6:34 PM

2. ELECTIONS AND APPOINTMENTS

2.1 Election of Board Chair

Library Director conducted the election process for the position of Library Board Chair. Kristine Mactaggart Wright was elected as the 2019 Library Board Chair. Trustee Kristine Mactaggart Wright then assumed the position of Chair.

2.1.1 Incoming Board Chair's Remarks

Board Chair thanked the Board for their confidence in her leadership.

2.2 Election of Vice-Chair

Board Chair conducted the election process for Library Board Vice-Chair. Lara Greguric was elected as the Board's 2019 Vice-Chair.

2.1.1 Incoming Vice-Chair's Remarks

Board Chair deferred the incoming Vice-Chair's remarks until next Board meeting.

3. ADOPTION OF AGENDA

Board Chair moved to adopt the Agenda with the amendment of removing item 7.1.8. Library Director informed the Board that upon further review of Policy, item 7.1.8 did not need to come to the Board as it is a recurring license and built into the recurring budget.

MOVED by Jordan Back and SECONDED by James Mitchell

THAT the Agenda for January 24, 2019 Regular Meeting of the Board be adopted, with the amendment of removing item 7.1.8. (19-01-01)

MOTION CARRIED

4. STANDING REPORTS

3.1 Chair's Report –

Board Chair welcomed everyone and expressed her excitement to work with the Board.

3.2 Director's Report

The Director of Library Services shared the following highlights:

- In celebration of Family Literacy week, January's Inspiring Stories features a children's literacy initiative held in recognition of Family Literacy Week.
- Library staff member Allison Taylor McBride, who is represented on the International Board for Books for Young People (IBBY), helped create a digital catalogue of Indigenous books intended for young readers. Lynn Valley Library will host a special event on February 21 to celebrate this initiative, with invitations going out next week.
- Radon detection kits are in high demand, with a long holds queue. We are seeking to obtain more kits from the initiatives' funders.
- Manager, Innovations & Learning initiated a partnership with Capilano University's 4th year business and marketing class, to produce a stakeholder's engagement plan for the StoryLab initiative.

The Director then reviewed last year's Board presentations and proposed possible topics for 2019, including presentations from the BC Libraries Cooperative and Home Library Services staff.

5. CONSENT AGENDA

4.1 Operational Approval

1. Approval of Regular Minutes of the Board – *Nov. 22, 2018*

4.2 Reports

- 4.2.1 Media Report – November 16, 2018 – January 16, 2019
- 4.2.2 Director's Quarterly Report – *Q4, Oct.-Dec. 2018*
- 4.2.3 Library Operations Report – *Q4 2018*
- 4.2.4 2018 Board Work Plan
- 4.2.5 Board Action Items

MOVED by James Mitchell and SECONDED by Jordan Back

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

AND THAT the Minutes of the Regular Meeting of the Board—November 22, 2018, be approved.
(19-01-02)

MOTION CARRIED

6. BOARD ACTION ITEMS/DISCUSSIONS

6.1 Motions Required

6.1.1 Director's Work Plan for 2019 – Library Director presented a progress update on the Library's Strategic Plan and provided details on the initiatives proposed in the 2019 work plan.

An inquiry was made about community contributions, specifically about donations of library materials. Library Director clarified that the library accepts materials in good condition to add to the collection or provide to the Friends of the Library for their book sales.

MOVED by James Mitchell and SECONDED by Ana Lopes

THAT the Board supports the 2019 Annual Work Plan of the Library Director as proposed. (19-01-03)

MOTION CARRIED

6.1.2 District Shared Services – Chief Financial Officer gave an overview of support services provided to the Board by the DNV, including Financial, Information, HR, and Facilities & Special Projects. CFO's contact information was provided to the Board, and Trustees were encouraged to reach out with any questions they may have.

<Andy Wardell. departed at 7:38pm>

6.1.3 2019 Board Work Plan – Library Director clarified that the Board's annual work plan is based on the business requirements of the governance, the Terms of Reference for the Board and various Committees, as well as items that were underway from previous year.

MOVED by James Mitchell and SECONDED by Ana Lopez

THAT the Board approves its 2019 Annual Work Plan as proposed. (19-01-04)

MOTION CARRIED

6.1.4 Regular Board Meeting Schedule for 2019 – Board reviewed the schedule.

MOVED by Gerald Baier and SECONDED by Jordan Back

THAT the Board approves the schedule for the regular meetings of the NVDPL Board for the 2019 term. (19-01-05)

MOTION CARRIED

6.1.5 Committee Appointments – decision to table the forming of Committees until all Board members are present at February's Board meeting. Discussion of Committee inclinations: Library Director informed the Board that Trustee LG is interested in continuing as

the Committee Chair of FIC; Advocacy – Trustee JB; Governance – Trustees GB and JM; InterLink – GB with JM and JB as alternates. Decision to finalize further appointments at February’s Board meeting.

<ACTION: Each Trustee to email Board Chair with their Committee appointment preference>

6.1.6 Board Micro-Budget for 2019 – Library Director provided a short overview.

MOVED by Ana Lopez and SECONDED by Jordan Back

THAT the Board expenditures in 2019 be allocated in accordance with the suggested “micro-budget” as outlined. (19-01-06)

MOTION CARRIED

6.1.7 Joint Board Workshop – NVDPL, NVCL and WVML – Library Director provided the Board with background on past joint board workshops, coordinated between the NVDPL, NVCL and WVML. Proposed topic for this year’s workshop is Building Effective Relationships with Local Government. It was noted that collaboration amongst North Shore communities is very beneficial.

MOVED by James Mitchell and SECONDED by Gerald Baier

THAT the Board supports the proposal for a joint Library Boards workshop with West Vancouver Memorial Library and North Vancouver City Library in 2019. (19-01-07)

MOTION CARRIED

7. STANDING ITEMS

7.1 Updates – Committees – Library Director provided an overview on each committee

7.1.1 Advocacy – meets at every other regular Board meeting, within the body of the meeting.

7.1.2 Finance and Infrastructure – meets every quarter to review quarterly financial statements and conduct other business.

7.1.2 Governance – meets as needed to review/advance policies, trustee recruitment/development and the strategic planning process

7.1.3 Human Resources – Committee Chair provided an update on continuing to work with the DNV to review policies and agreements between the Library and the DNV.

7.2 Updates – Affiliates – Library Director provided an overview on InterLINK and Friends of the Library.

7.2.1 InterLINK – Federation of 18 Lower Mainland, Sea-to-Sky and Sunshine Coast libraries, to further resource sharing and networking.

7.2.2 Friends of the Library – in 2018 raised almost 15K for the Library through their Book Sales; donate to the summer Reading Club and the North Shore Writers Festival, and contributed \$25K toward StoryLab project. Next Book Sale is Feb. 15-17.

7.2.3 Council – Council is in the middle of a Strategic Planning process

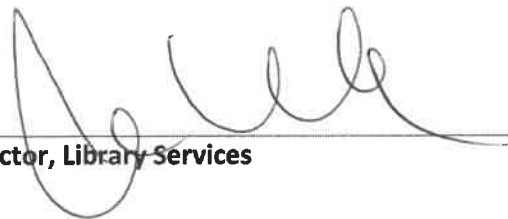
8. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates on the Agenda.

9. ADJOURN TO IN-CAMERA – 7:57 PM



Library Board Chair **Date** Feb 28 / 2019



Director, Library Services **Date** 28 Feb 2019

