



REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 25, 2019 – 6:00 PM

Lynn Valley Library – Learning Lab, 2nd Floor
1277 Lynn Valley Road, North Vancouver, BC

MINUTES

ATTENDEES

Library Board

Kristine Mactaggart Wright – Board Chair
Lara Greguric – Vice Chair
Allison Rzen – Trustee
Ana Lopez – Trustee
Gerald Baier – Trustee
Jordan Back – Council Representative
Phil Webber – Trustee (via phone)
Valerie Dong – Trustee

REGRETS

James Mitchell – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Sarka Navratil – Executive Assistant
Sandi Burgess – Manager, Welcoming Initiatives
Alison Campbell – Manager, Community Connections
Meghan Crowe – Communication Coordinator

Guests

Michael Boehm – President, North Shore Community Foundation
Tim McMorran – Vice-President, North Shore Community Foundation
Kathleen Jessop – Acting Executive Director, NSDRC
Andy Wardell – GM – Finance/CFO, Financial Services, DNV

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:07 PM

2. PRESENTATION – North Shore Community Foundation (NSCF) – Michael Boehm, President, NSCF and Tim McMorran, Vice-President, NSCF provided an overview of the non-profit organization:

- NSCF’s mission is to serve the community in a way that makes the most impact;
- 34 years in business; 2% management fee; 5% of funds must be distributed; goal to get to \$5M;
- Endowment is defined as a fund held in trust for an organization that provided the endowment, with growth on the money returned to the organization yearly;
- Grants are based on cultural, recreational, social and environmental aspects;
- Grant Awards Ceremony in November;
- Part of Mayors Golf Tournament (May 24)

Following the presentation, Michael Boehm and Tim McMorran answered queries from the Board.

< Guests departed at 6:45 pm >

Board debrief followed, with discussion focusing on whether the NSCF funds directive is consistent with the Library and Board’s direction. Conversation ensued regarding whether the Board wishes to build endowment, or spend the yearly returns towards a Library project. Decision to discuss further in Meeting Item 6.1.3.

3. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the Agenda.

MOVED by Jordan Back and SECONDED by Lara Greguric

THAT the Agenda for the April 25, 2019 Regular Meeting of the Board be approved. (19-04-01)

MOTION CARRIED

4. STANDING REPORTS

3.1 Chair's Report –

Board Chair attended the North Shore Writer's Festival reception on April 6.

3.2 Director's Report

The Director of Library Services shared the following highlights:

- LV Library hosted a Korean delegation, which included a facility tour and discussion that focused on home library services for seniors and inter-generational community engagement at the library;
- Attended MIABC Risk Management conference;
- Participated in InterLINK-hosted Service Excellence implementation and planning session with Sandi Burgess, Manager, Welcoming Initiatives, and Alison Campbell, Manager, Community Connections; and
- Provided upcoming dates for TOP course for any Board members wishing to attend.

MOVED by Allison Rzen and SECONDED by Ana Lopez

THAT the Standing Reports be received by the Board. (19-04-02)

MOTION CARRIED

5. CONSENT AGENDA

5.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – February 28, 2019

5.2 Reports

5.2.1 Media Report - February 21 – April 15, 2019

5.2.2 2018 Provincial Library Grant Report

5.2.3 Q1 2019 Director's Quarterly Report

5.2.4 Q1 2019 Library Operations Report

5.2.5 Report on Universal Washrooms

5.2.6 InterLINK – 2019 Budget

MOVED by Jordan Back and SECONDED by Valerie Dong

THAT the Consent Agenda be adopted. (19-04-03)

MOVED by Phil Webber and SECONDED by Allison Rzen

THAT the Reports contained therein be received, AND THAT the Minutes of the regular meeting of the Board – February 28, 2019 be approved. (19-04-04)

MOTION CARRIED

6. BOARD ACTION ITEMS/DISCUSSIONS

6.1 Motions Required

6.1.1 2018 Draft Audited Financial Statements – Finance Committee Chair updated the Board on their February 11, 2019 meeting, where they reviewed the Statements, identified no issues, and confirmed they are in accordance with accounting principles. The Finance Committee is comfortable recommending the 2018 Draft Audited Financial Statements for Board's approval. Andy Wardell – GM – Finance/CFO, Financial Services, DNV, clarified responsibilities: Management prepare financial statements, Auditors provide opinion on statement, and Board has a governance role with oversight for the Finance function.

MOVED by Lara Greguric and SECONDED by Jordan Back

THAT the NVDPL Draft Audited Financial Statements for year ending December 31, 2018, be approved. (19-04-05)

6.1.2 2018 Draft Statement of Financial Information (SOFI) – required to be submitted by May 15, 2019. Finance Committee reviewed the Statement and is comfortable recommending approval by the Board.

MOVED by Phil Webber and SECONDED by Ana Lopez

THAT the Statement of Financial Information (SOFI) for the year ended December 31, 2018 be approved. (19-04-06)

MOTION CARRIED

6.1.3 NS Community Foundation Revenue – follow up discussion from Agenda Item 2. Board enquired about the reason for the initial investment of \$1,000 to the Fund in 2001. Board would like to create a vision/statement/reasoning of how the money would be best spent, as well as the reasons behind the Library's endowment. Discussion included:

- Stay consistent to the Library's mandate and strategic plan;
- Build endowment and apply for grants;
- Re-evaluate in 5 years;
- If decision to build endowment, then need to accelerate increasing the Fund to receive return faster;
- Fund's rate of return is very favourable;
- Is the goal to fundraise more or stay the same?

ACTION: Library Director to draft a memo chronicling all pertinent information currently known about the NVDPL's NSCF endowment, including rationale behind original decision to establish the fund.

FUTURE ACTION ITEM: Visioning how NVDPL would proceed if a larger endowment was available.

MOVED by Kristine Mactaggart Wright and SECONDED by Ana Lopez

THAT the NVDPL Board directs staff to re-invest back into the NVDPL Endowment Fund the interest revenue received on the Fund's investment in 2017 and in 2018, from the Fund's managing body, the North Shore Community Foundation;

THAT the interest revenue received on the Fund's investment from 2019-2023 be re-invested back into the NVDPL Endowment Fund;

AND THAT the decision regarding future interest revenue from the Endowment Fund be brought to the NVDPL Board in 2024. (19-04-07)

MOTION CARRIED

6.1.4 HR Service Agreement – HR Committee Chair updated on HR's Services Agreement, discussed at the HR Committee meeting. Date on cover sheet is January, first page states March.

ACTION: Library Director to follow up with Saira Walker re: consistency of dates on cover sheet and first page of HR Service Agreement.

MOVED by Ana Lopez and SECONDED by Jordan Back

THAT the revised Policy B-HR-17 HUMAN RESOURCES SERVICE AGREEMENT is approved and adopted by the Board and that the Board approves the signing of the HR Services Agreement dated March 7, 2019. (19-04-08)

MOTION CARRIED

6.1.5 FIC Terms of Reference BG-GOV-02.1 – Finance Committee Chair reviewed the proposed edits to the committee's Terms of Reference. Board Trustees thanked the committee members for all their work. Two edits noted: remove 'infrastructure' from first paragraph, and add 'an' before 'Expenditure' under Fundraising and Donations.

MOVED by Lara Greguric and SECONDED by Valerie Dong

THAT the revised Policy B-GOV-02.1 TERMS OF REFERENCE: FINANCE AND AUDIT COMMITTEE be approved as amended and edited, and adopted by the Board. (19-04-09)

MOTION CARRIED

6.1.6 2018 Annual Report – Library Director summarized content of 2019 annual report as being comparable to the past five years. Trustees suggested use the word 'trends' in place of 'stats'.

MOVED by Jordan Back and SECONDED by Lara Greguric

THAT the Board endorses the draft content outline and general concept of the 2018 annual report, to be designed, printed and distributed in June and July of 2019. (19-04-10)

MOTION CARRIED

6.2 Motions Required

6.2.1 NVDPL Board Action Items – Board reviewed completed items.

MOVED by Jordan Back and SECONDED by Mactaggart Wright

THAT the Board enters into the Advocacy Committee of the Whole. (19-04-11)

MOTION CARRIED

7. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Finance and Audit – met April 11. Updates were provided throughout this meeting.

7.1.2 Governance – meeting on May 23 will focus on a draft Code of Conduct for Library Board Trustees and planning for the strategic planning process

7.1.3 Human Resources – met March 11. There was discussion regarding the need to update the Interim Collaboration Agreement.

7.2 Updates – Affiliates

7.2.1 InterLINK – no update

7.2.2 Friends of the Library – no update

7.2.3 Council – no update

8. IMPORTANT UPCOMING DATES

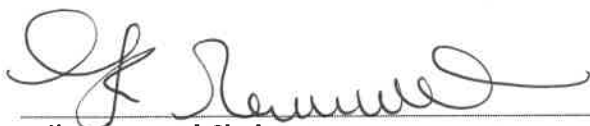
Trustees noted the important upcoming dates on the Agenda.

9. ADJOURN TO IN-CAMERA MEETING – 8:41 PM

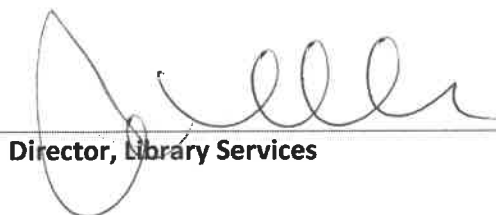
MOVED by Kristine Mactaggart Wright and SECONDED by Valerie Dong

THAT the Regular NVDPL Board Meeting of April 23, 2019 be adjourned to an In-Camera Meeting.
(19-02-12)

MOTION CARRIED.


Library Board Chair

June 27/2019
Date


Director, Library Services

27 June 2019
Date

