



REGULAR MEETING of the NVDPL BOARD

THURSDAY, SEPTEMBER 26, 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
Ana Lopez – Trustee
Gerald Baier – Trustee
James Mitchell – Trustee
Valerie Dong – Trustee

Regrets

Jordan Back – Council Representative
Allison Rzen – Trustee
Phil Webber – Trustee

Library Staff

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

Guest

Michael Shoop (via Skype)

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:02 PM

2. ADOPTION OF AGENDA

Board Vice Chair volunteered to chair today's meeting and requested a motion to adopt the Agenda with the edits of adding an informal In-Camera to the end of the meeting and moving item 5.2.2 to 5.2.1.

MOVED by James Mitchell and SECONDED by Ana Lopez

THAT the Agenda, with the edits of adding an informal In-Camera to the end of the meeting and moving item 5.2.2 to 5.2.1, for the September 26, 2019 Regular Meeting of the Board be approved.

(19-09-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report – Board Chair and Trustee James Mitchell met with MLAs Jane Thornthwaite, Ralph Sultan and Bowinn Ma to discuss funding. All MLAs were supportive in principle, but stressed the importance of getting the information out.

3.2 Director's Report

The Director of Library Services provided updates:

- Two Board Trustee vacancies, recruitment ads posted in North Shore News on October 2, more information provided on the NVDPL website or contact the Library

- Library partners' "\$20 million in 2020" campaign launched at UBCM
- Lions Gate building photos shared, opening scheduled for next summer.
- Gearing up for library month in October with an updated library experience survey. Added new questions to line up with the upcoming strategic plan. Non-library user surveys coming out as well.

MOVED by Kristine Mactaggart Wright and SECONDED by Gerald Baier

THAT the Reports be received by the Board. (19-09-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – June 16, 2019

4.2 Reports

4.2.1 Media Report - June 16, 2019 – September 16, 2019

4.2.2 Q2 2019 Director's Quarterly Report

4.2.3 Q2 2019 Library Operations Report

4.2.4 Q2 2019 Report on Financial Operations (FAC to review Oct. 8)

4.2.5 Board Work Plan

4.3 Correspondence

4.3.1 Letter to Guro District – Korean Book Exchange

MOVED by Ana Lopez and SECONDED by James Mitchell

THAT the Consent Agenda be adopted and the Reports contained therein be received;

AND THAT the Minutes of the regular meeting of the Board – June 16, 2019 be approved. (19-09-03)

MOTION CARRIED

5. BOARD ACTION ITEMS/DISCUSSIONS

5.1 Motions Required

5.1.1 Annual Review of Fines, Fees and Charges – staff recommending status quo for 2020. Discussion centered on room rental revenue loss at Capilano Library due to construction in 2018. Anticipate deeper research and analysis work over the coming year regarding fines, fees and charges.

MOVED by Kristine Mactaggart Wright and SECONDED by Ana Lopez

THAT the Library Board approve the updated policy B-OP-13 REGULATION OF BORROWING PRIVILEGES for 2019, including a housekeeping edit on Appendix A: FINES, FEES AND CHARGES.

(19-09-04)

MOTION CARRIED

5.1.2 2020 Library Closure Dates – staff recommending status quo for 2020. Community feedback requesting more hours in general. Anticipate deeper research and analysis work over the coming year regarding library open hours.

< Valerie Dong arrived at 6:29 pm >

MOVED by James Mitchell and SECONDED by Kristine Mactaggart Wright

THAT the Library Board approve the proposed 2020 closure dates and times;

AND THAT the Board approve the system-wide half day closure of the Library, for an all-staff workshop, to be scheduled in December 2020 on a date that maximizes staff attendance and minimizes disruption to the public. (19-09-05)

MOTION CARRIED

5.2 Discussion

5.2.1 Draft Strategic Planning Process – Michael Shoop provided an overview of September 14th Strategic Planning workshop. Noted that a Google Document with Actions was uploaded for Trustees to add their edits. Discussion focused on the three strategic priorities (see notes below). Revised draft plan to be available October 18. Trustee feedback can be provided to the Director of Library Services until October 31. Revisions will be incorporated for final review at the November 13 Board meeting. Board meeting with Council tentatively scheduled for December 9.

Strategic Priority #1: Connect – under priority Goal #1, suggestion to continue to engage with the North Vancouver City Library as it aligns with Council priorities. Discussion of fourth bullet point ‘Explore options for future of Capilano Library’ as it could encapsulate a variety of approaches. Decision to update wording to ‘Explore facility options with Capilano in cooperation and consultation with the District.’

Strategic priority #2: Share – no changes noted.

Strategic priority #3: Inspire – discussion of Goal #3, ‘Support and empower an inspired staff and ensuring sensitivity regarding provision of training to support situational responsiveness. Re-arrange Goal #1 actions to convey inspiration

Timeline for next steps - reviewed, Board Chair offered the opportunity for any Trustee to present to the Council. Planning the Council workshop will occur in November.

Discussion of who will be receiving the finished Strategic Plan – Council and community partners to be provided with a letter and Plan.

Michael Shoop emphasized that the Council Strategic Plan presentation works best when the Board owns the presentation.

MOVED by James Mitchell and SECONDED by Val Dong

THAT the Library Board supports this Strategic Plan timeline. (19-09-06)

MOTION CARRIED

< Michael Shoop disconnected at 7:13 pm >

5.2.2 NVDPL Board Action Items – Board reviewed completed items. Discussion of service/guide dogs. Library Director followed up with DNV, reported that staff should not be required to question whether an animal appearing to act in the capacity of a service animal is

certified as such. Trustees queried whether any complains were received about Paws for Stories dogs, none recorded.

6. STANDING ITEMS

6.1 Updates – Committees

- 6.1.1 Advocacy** – meeting November 13
- 6.1.2 Finance and Audit** – meeting October 8, 6 pm
- 6.1.3 Governance** – meeting to be scheduled
- 6.1.4 Human Resources** – In-Camera

6.2 Updates – Affiliates

- 6.2.1 InterLINK** – GB provided update on InterLINK Board meeting and decisions made regarding financial compensation formulas amongst member libraries, including discontinuation of an annual grant to VPL. Strategic planning started. Kudos to Meghan Crowe and NVDPL for ensuing PNE day was a great success.
- 6.2.2 Friends of the Library** – Book Sale October 18-20, AGM not yet scheduled
- 6.2.3 Council** – no update. Two trustees not seeking re-election.

8. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda.

9. ADJOURN MEETING – 7:21 PM

MOVED by James Mitchell

THAT the Regular Board Meeting of September 26, 2019 be adjourned. (19-09-07)

MOTION CARRIED

Board moved to an informal In-Camera at 7:22 PM

Library Board Chair

Nov 13, 2019

Date

Director, Library Services

13 Nov 2019

Date