



REGULAR MEETING of the NVDPL BOARD

WEDNESDAY, NOVEMBER 13, 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
Gerald Baier – Trustee
James Mitchell – Trustee
Phil Webber – Trustee (phone)
Valerie Dong – Trustee

Regrets

Jordan Back – Council Representative
Ana Lopez – Trustee

Library Staff

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

Guests

Mayor Mike Little
Andy Wardell – Accounting Officer, Finance, DNV
Rick Danyluk – Manager, Financial Planning, DNV

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:01 PM

2. **SPECIAL GUEST MAYOR MIKE LITTLE** – Mayor Little thanked the NVDPL Board for their dedication and work, and reiterated his ongoing commitment to community accessibility. Board Chair provided an update on the draft of the Library’s Strategic Plan, inviting dialogue, feedback and vision of Mayor and Council. She also conveyed the Board’s commitment to initiate a discussion with Council about the Capilano branch. The Mayor spoke about a continued footprint in Edgemont, and the recent front entrance and bathroom upgrades. With the upcoming added capacity and introduction of the Lions Gate express library in the Western part of the Municipality, it may be possible to do a major capital project on the Capilano Library space to modernize it. The Mayor would like to see the facility upgraded and continue to ensure the District has a footprint in Edgemont proper, as it is the only District representative space in Edgemont. Unsure of timeline as the Council will be discussing major capital projects and priorities, in the context of other capital budget considerations.

Mayor Little provided an overview of the District’s upcoming plans, including:

- Review of the Official Community Plan (OCP) – all DNV Policies stem from OCP. The original OCP 2010-2030 was ratified in 2011. Current Council is not intending to change the goals of the OCP but rather ensure that in the latter half (10 years) of the plan can deliver what wasn’t carried out under the first half of the plan. Expecting to use remainder of the Plan to focus on items that were identified to ensure social benefit - senior housing, housing for persons with disabilities and their caretakers, rental options, different housing models, non-market options. Focus is not to change the goals but rather to prioritize parts that have not been met in the first 10 years of the OCP.

- Improvements to traffic flow is a priority issue in the community as it is effecting daily lives, increasing costs and decreasing livability, largest issue that needs to be addressed by the community.
- Discussion moved to how the Library can assist with easing traffic congestion –free access to services, located where population densities are (Lynn Valley/LionsGate/Capilano), audiobooks to make commutes more pleasant, environmentally friendly – anything else the Library could be doing? Mayor Little indicated his enthusiasm of the Lions Gate express library as it has been in the OCP for some time.
- StoryLab – telling stories of the North Vancouver that are reliable, recallable and useful. We need to be intentional in collecting local stories and events, and storing them in local archives for the future. Need coordination between the local agencies - Clerks, Archives, History Centre etc. Mayor keen to interview community members to capture social history. StoryLab slogan: How will you tell your story?
- How can DNV be a better support to the Library? Shared services continually provide great support. Board would appreciate ongoing information/options on the Capilano Library. Mayor Little indicated capital planning information for the Capilano branch will be provided to the Board.
- Library Board Chair updated on Provincial funding – reached out to three North Shore MLS’s to build support for the \$20M in 2020 UBCM resolution, and asked for the Mayor’s support when he is out in the community or speaking to the provincial level of the government.
- Waiving fines – to assist with removing barriers to access library service, a provincial-wide discussion of waiving fines is occurring, however fines are a significant revenue source for the Library. Opportunities to be explored.
- Council presentation on Dec. 9 – Library Director provided an overview of the Board Trustees’ presentation: review the Library’s new strategic plan, aligning it with the current Mission Statement (connecting community, sharing knowledge, inspiring stories); interested in receiving Council feedback, specifically on the future of Capilano library; StoryLab; expanding on home library service and exploring reconciliation opportunities with First Nations.

Mayor Little, on behalf of the District, thanked the Trustees for their valuable time volunteering, and stated his appreciation of the Trustees’ time invested to the organization. The Board thanked the Mayor for attending.

< Mayor Mike Little departed at 6:38 pm >

3. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the Agenda.

MOVED by Gerald Baier and SECONDED by Lara Greguric

THAT the Agenda, for the November 13, 2019 Regular Meeting of the Board be approved. (19-11-01)

MOTION CARRIED

4. REPORTS

3.1 Chair’s Report – Board Chair following up with a patron who provided feedback regarding an intellectual freedom issue.

3.2 Director’s Report

The Director of Library Services provided updates:

- Highlighted 2018 Annual Report publication;
- 2nd annual teen writing contest with the theme of Reading Sparks Change: 3 winners had their books published and added to collection;
- October Library Month – celebrated Drop Everything and Read Day (DEAR);
- Patrons survey completed, highlights report distributed;
- Looking forward to hosting at the Board Holiday dinner on Dec 4.

MOVED by Valerie Dong and SECONDED by James Mitchell

THAT the Reports be received by the Board. (19-11-02)

MOTION CARRIED

5. CONSENT AGENDA

5.1 Operational Approval

5.1.1 Approval of Regular Minutes of the Board – *September 26, 2019*

5.2 Reports

5.2.1 Media Report - *September 16, 2019-November 1, 2019*

5.2.2 Q3 2019 Director's Quarterly Report

5.2.3 Q3 2019 Library Operations Report

5.2.4 Q3 2019 Report on Financial Operations

5.2.5 2019 Board Work Plan

5.2.6 2019 Library Experience Survey Highlights

5.3 Correspondence

5.3.1 Letter from Minister Rob Fleming to MLA Sultan

MOVED by James Mitchell and SECONDED by Gerald Baier

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

AND THAT the Minutes of the regular meeting of the Board – *September 26, 2019* be approved with one spelling correction. (19-11-03)

MOTION CARRIED

6. BOARD ACTION ITEMS/DISCUSSIONS

6.1 Motions Required

6.1.1 2020 Budget Submissions – Rick Danyluk (RD) provided background on the process for the Library, how it changes from year to year, and summarized the discussion from the Finance and Audit Committee (FAC) meeting. At the meeting, FAC made a few recommendations for adjustments to the budget that were then follow up and finalized by RD and Library Director, before being presented to the Board. RD recommended to the Board to review the Operating Budget on page 55 and the Projected Budget on page 56 of the Board package.

Andy Wardell (AW) pointed out to the Board that according to the Library Act the Board needs to recommend the Budget to Council for approval. Discussion and decision to amend the motion to state 'THAT the Library Board approve, for submission to the DNV Council:'

Trustees expressed their appreciation to AW, RD, the DNV and the Library staff for all their work on this process over the years.

MOVED by Phil Webber and SECONDED by Lara Greguric

THAT the Library Board approve, for submission to the District of North Vancouver Council:

The Draft Fiscal 2020 Operating Budget including a provision for a Driver / Delivery Resource (\$26.5k) and an operating project provision for the new Library Strategic Plan (\$20k) and IT Assessment (\$40k); and

The Draft Fiscal 2020 Capital Budget including new capital (\$450k) and renewal capital (\$797k).

(19-11-04)

MOTION CARRIED

6.2 Discussion

6.2.1 NVDPL Strategic Plan Discussion – Library Director provided an overview of the updated Strategic Plan. Board thanked the Library staff for their work. AW requested the Library work in conjunction with the DNV staff to cost out the identified initiatives. RD clarified that the DNV keeps inventory of all strategic plans, and any financial impacts that may need to be rolled into long term plans are identified and marked as placeholders.

MOVED by James Mitchell and SECONDED by Valerie Dong

THAT the draft NVDPL Strategic Plan for 2020-2023 be approved by the Board, subject to Council endorsement;

AND THAT the Board authorizes Library Staff to move forward with the implementation and production of the Strategic Plan for 2020-2023 as per the updated timeline. (19-11-05)

MOTION CARRIED

< Andy Wardell and Rick Danyluk departed at 7:18 pm >

6.2.2 NVDPL Board Action Items –Board reviewed 2019 accomplishments. Board thanked departing Trustees Allison Rzen and Phil Webber for their service. Library Director provided an update on the upcoming recruitment process.

6.2.3 Annual Review of Policy B-OHS-03 Positive Workplace Environment: Anti-Bullying and Harassment – noted that WorkSafeBC is one word. Enquiry if there was feedback on the Policy, Library Director stated that the Policy is working well, no incidents have been noted, and staff is provided with regular training.

MOVED by James Mitchell and SECONDED by Lara Greguric

That the Board reviewed the Policy B-OHS-03 Positive Workplace Environment: Anti-Bullying and Harassment and had no changes to recommend. (19-11-06)

MOTION CARRIED

6.2.4 Community Contributions at the Library – AC provided a Community Contributions presentation. Currently there are several different ways for individuals (Community Contributors) to give back to their community, using the Library as a platform.

Discussion included:

- Process to determine which community programs are offered.
- Current programs include book buddies, tech tutors, volunteers at senior facilities, and community helpers (police officers/firefighters) that facilitate Story Times;
- Intellectual freedom and risk management;
- Teen volunteers – provision of letters of recommendation;
- Potential policy implications;
- Potential cost implications;
- StoryLab opportunities
- Trustee enquired if Board support is needed, noted none at this time.

6.2.5 Board Self-Assessment – Governance Committee Chair PW provided a brief overview of the yearly Board self-assessment survey: used to identify and summarize possible issues related to how the Board operates and achieves outcomes, how Trustees behave towards each other, is not intended to be critical toward individuals but rather used to provide an overall feedback on the Board. Governance Committee requested feedback from Board Trustees regarding survey participation– create an on-line survey or do a self-assessment at this meeting?

Roundtable feedback:

- Current trustees are well engaged, share information, impressed with Trustees’ participation and valuable contribution. No need to fill out a survey.
- Could ensure an ongoing channel to express and collect the feedback
- Preference for a simple process
- Some Trustees may wish share anonymously. Short survey preferred.
- Library Director suggested a Survey Monkey Board survey with the three questions: do you enjoy being on the Board, what works well, what could be improved

Decision to send out a Survey Monkey questions out, to be tabulated by Library Director for discussion by the Governance Committee.

MOVED by Valerie Dong and SECONDED by Phil Webber

THAT with the support of staff, the NVDPL Board sent out an abbreviated survey to facilitate constructive feedback on Board operations this year, with any past survey or synopsis of past survey provided as background. (19-11-07)

MOTION CARRIED

MOVED by Allison Rzen and SECONDED by Lara Greguric

THAT the Board enter into the Advocacy Committee of the Whole. (19-11-08)

MOTION CARRIED

7. STANDING ITEMS

6.1 Updates – Committees

6.1.1 Finance and Audit – met Oct. 30. Reviewed Q3 Operations Report, Draft Budget submissions, audit planning report reviewed, self-assessment completed, next meeting in 2020.

6.1.2 Governance – next meeting end of November. Regarding responsibility to assist Library Director with recruitment process, decision had been made that Library Director work with Board Chair directly for recommendation.

6.1.4 Human Resources – no update

6.2 Updates – Affiliates

6.2.1 InterLINK – meeting next week.

6.2.2 Friends of the Library – book sale in October, \$5,700 raised, AGM last weekend.

6.2.3 Council – no update

8. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda.

9. ADJOURN MEETING – 8:10 PM

MOVED by Lara Greguric and SECONDED by James Mitchell

THAT the Regular Board Meeting of November 13, 2019 be adjourned. (19-11-09)

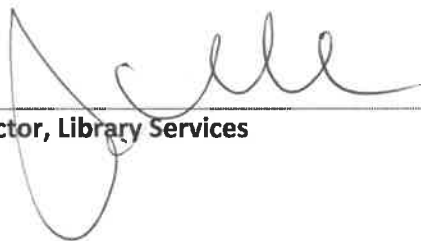
MOTION CARRIED



Library Board Chair

Date

23/01/2020



Director, Library Services

Date

23 Jan 2020