

REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 23, 2020 – 6:00 PM

via Webex Conference

MINUTES

ATTENDEES

Library Board

Kristine Mactaggart Wright – Board Chair
Lara Greguric – Vice Chair
Ana Lopez – Trustee
Barb Lawrie – Trustee
Gerald Baier – Trustee
James Mitchell – Trustee
Jordan Back – Council Representative
Kulvir Mann – Trustee
Valerie Dong – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Sarka Navratil – Executive Assistant
Deborah Hudson – Business Manager
Maryann Kempthorne – Manager, Innovation & Learning
Sandi Burgess – Manager, Welcoming Initiatives

Guests

Andy Wardell – General Manager-Finance and CFO, DNV

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:08 PM.

2. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the Agenda. With Trustee JM's notice of needing to depart earlier, item 5.2.4 will be discussed after Item 3, Reports.

MOVED by James Mitchell and SECONDED by Ana Lopez

THAT the Agenda for the April 23, 2020 Meeting of the Board be approved. (20-04-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report

Board Chair provided a territorial land acknowledgement, thanked staff for their work during this unprecedented time, and acknowledged Trustees for attending and serving the community.

3.2 Director's Report

The Director of Library Services thanked everyone for their continued support. Updates included:

- Staff can maintain social distancing by utilizing the public space
- Rapid learning curve but staff has adapted well
- Retooling virtual services and programs
- StoryLab equipment leveraged for recording and live virtual programming
- Large quantity of digital content added to the collection
- eBook checkouts up 60%, demand growing with first time and current patrons

- Library materials – collection inventory underway for first time in years
- Library Takeout – launching on Monday, April 27
- Telus donated products to the NS libraries – 27K people on the NS do not have access to technology
- ‘Connect North Shore’ recently launched – connecting people to resources, shared initiative across NS
- Parkgate Library staff member Paul Taylor has retired

MOVED by Kulvir Mann and SECONDED by James Mitchell

THAT the Reports be received by the Board. (20-04-02)

MOTION CARRIED

< As noted in Item 2, due to Trustee JM’s need to depart early, Item 5.2.4 was moved up on the Agenda.>

5.2.4 Board Policy B-OP-17 – Meeting Rooms/NVDPL Decline Event Template – Committee Chair JM provided an update on Meeting Room Policy B-OP-17, specifically the addition of, ‘The Library reserves the right to decline or cancel bookings’. Discussion included the use of generic language, and the need for consistency when declining events.

MOVED by James Mitchell and SECONDED by Kulvir Mann

THAT the Board adopt the Meeting Rooms Policy B-OP-17 with the changes as noted at the March 3, 2020 Governance Committee meeting. (20-04-03)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – February 27, 2020

4.2 Reports

4.2.1 Media Report – February 19, 2020 - April 14, 2020

4.2.2 Board Action items

4.2.3 Q1 2020 Director Quarterly Report

4.2.4 Q1 2020 Library Operations Report

4.3 Correspondence

4.3.1 Public Library Grants Award Letter Fleming

4.3.2 Technology Grant Award Library Initiative

4.3.3 Letter from NVDPL Chair to Minister

MOVED by Jordan Back and SECONDED by Barb Lawrie

**THAT the Consent Agenda be adopted and the Reports contained therein be received for information;
AND THAT the Minutes of the regular meeting of the Board – February 27, 2020 with Addendum be approved.** (20-04-04)

MOTION CARRIED

5. BOARD ACTION ITEMS/DISCUSSIONS

5.1 Discussions

5.1.1 COVID-19 Updates – Director of Library Services – Outlined potential financial impacts of COVID-19 situation. Reported receipt of a one-time \$27K provincial grant.

5.1.2 COVID-19 Updates – Chief Financial Officer – Financial impact on DNV is still being evaluated, though current financial position strong. Recreational centres, parks and golf courses have closed. Our initial risk assessment predicts businesses will sustain biggest hits and challenges. In the event a certain amount of property taxes and utilities are not paid, 10% represents a potential loss of \$10-15M. Council approved 2020 Financial Plan as presented, with an amendment to decrease yearly tax increase from 3% to 2%. The property tax deadline remains July 2, however residential late penalty fees will be 2% on July 3 and 8% in early September (currently set at 5% and 5%). Business late penalties will be 10% on October 1st.

5.2 Motions

5.2.1 Review 2019 Draft Audited Financial Statements – FAC Chair and AW provided a summary of the audit to the Board. No deficiencies or changes in audited statement, documents are ready to be signed. Subsequent COVID-19 event noted in the statements. Overall responsibilities discussed: management accountable for preparation, Board for governance role and Auditor for issuing financial statements. Donations and NS Foundation Donations Fund to be discussed at future Board meeting.

<James Mitchell disconnected at 6:54>

MOVED by Lara Greguric and SECONDED by Barb Lawrie

THAT the NVDPL Draft Audited Financial Statements for year ending December 31, 2019, be approved. (20-04-05)

MOTION CARRIED

5.2.2 Review 2019 Statement of Financial Information (SOFI) – FAC Chair provided a summary to the Board. No questions noted. FAC Committee Chair thank Andy Wardell, Jas Gill and the Finance team for all the continuous work and support they provide to the Board.

MOVED by Valerie Dong and SECONDED by Ana Lopez

THAT the NVDPL 2019 Statement of Financial Information be approved by the Board. (20-04-06)

MOTION CARRIED

<Andy Wardell disconnected at 6:59>

5.2.3 2019 Annual Report Outline – Board reviewed the Report and requested that a reference to the upcoming 2020-2023 Strategic Plan be included.

MOVED by Valerie Dong and SECONDED by Ana Lopez

THAT the Board endorses the draft content outline and general concept of the 2019 annual report, to be designed, printed and distributed in June and July of 2020. (20-04-07)

MOTION CARRIED

6. STANDING ITEMS

6.1 Updates – Committees

1. Finance and Audit – met April 9. Committee elected Chair, reviewed Terms of Reference.
2. Governance – met March 3. Meeting room Policy work.
3. Human Resources – meeting held by email, Trustee AL elected Committee Chair.

6.2 Updates – Affiliates

1. InterLINK – annual financial processes discussed
2. Friends of the Library – book sales on hold
3. Council – COVID-19 and business related discussion, 2020 budget passed. Suggestion for the Board Chair to provide a Library update letter to the DNV Council.

7. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda, and thanked the Library staff for their work, with special emphasis on the ongoing and inspiring social media content.

8. ADJOURN MEETING – 7:30 PM

MOVED by Jordan Back and SECONDED by Kulvir Mann

THAT the Regular Board Meeting of April 23, 2020 be adjourned. (20-04-08)

MOTION CARRIED

9. ADDENDUM (via email on May 23, 2020) – PROPOSAL FOR THE ELIMINATION OF OVERDUE FINES

Library staff recommend eliminating overdue fines for all library materials in order to reduce barriers to accessing library services in our community, recognizing that:

- Evidence suggests that overdue fines do not impact the timeliness or rate of materials returned to the library, and in fact fines may discourage people from using the library altogether
- Revenue from fines makes up a small fraction of our annual revenue and is decreasing annually
- Organic decline of revenue from fines can also be attributed to the availability and surge in use of electronic resources, such as ebooks, which do not accrue overdue fees
- Overdue fines contribute to negative patron interactions and feelings of ill will
- The social and labour costs to collect overdue fines is proportionally onerous
- Studies and practice show that libraries that eliminate fines see an overall increase in material circulation and library membership.

MOVED by Kristine Mactaggart Wright and SECONDED by Jordan Back

THAT the NVDPL Board recommends to Council:

The elimination of overdue fines on all library materials. (20-04-09)

MOTION CARRIED

[Handwritten signature]

Library Board Chair

Date

25/06/20
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Director, Library Services

Date

25 June 2020

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