

REGULAR MEETING of the NVDPL BOARD

THURSDAY, JUNE 25, 2020 – 6:00 PM

Lynn Valley Library, 2nd Floor / Zoom Video Conference
1277 Lynn Valley Road, North Vancouver, BC

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
Meghan Crowe – Communications/Events Coordinator
Sandi Burgess – Manager, Welcoming Initiatives

1. **BOARD CHAIR CALLED MEETING TO ORDER – 6:15 PM.**

2. **ADOPTION OF AGENDA**

Board Chair requested a motion to adopt the Agenda.

MOVED by Ana Lopez and SECONDED by Jordan Back

THAT the Agenda for the June 25, 2020 Meeting of the Board be approved. (20-06-01)

MOTION CARRIED

3. **REPORTS**

3.1 Chair's Report

As per Board Chair's request, Trustee Valerie Dong provided an update on WorkSafeBC campaign featuring the Library. Video and photos available on social media channels, including WorkSafeBC's LinkedIn page.

3.2 Director's Report

The Library Director's update included:

- StoryLab tour for Trustees
- Library Take Out – checkouts between 5-7,000 per week, approximately one-third volume of last year, access to collection most requested by patrons
- Publishers were expecting smaller season, did not occur
- June is indigenous month, available library resources promoted via social media
- Start of Summer Reading Club, with an online version available

- BCLA awarded the “Building Better Communities” Award to Paul Taylor (Parkgate librarian) and NVDPL
- Joint application completed with NVCL and WVML for a WV Community Foundation grant to support community during the pandemic with lendable devices, to launch this fall.

MOVED by Valerie Dong and SECONDED by Barb Lawrie

THAT the Reports be received by the Board. (20-06-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – *April 23, 2020*

4.2 Reports

4.2.1 Media Report – *April 14, 2020 – June 15, 2020*

4.2.2 Board Action Items

4.2.3 Q1 Report on Financial Operations

4.2.4 2019 Provincial Library Grant Report

4.2.5 Patron Code of Conduct

4.2.6 Terms of Reference: Finance and Audit Committee B-GOV-02.1

4.3 Correspondence

4.3.1 Letter to DNV Mayor and Council:
Supporting our Community through COVID-19

4.3.2 Letter to the Select Standing Committee:
2021 BC Government Budget Priorities

MOVED by and SECONDED by

THAT the Consent Agenda be adopted, and the Reports and Motions contained therein be received; AND THAT the Minutes of the regular meeting of the Board – April 23, 2020 with Addendum be approved. (20-06-03)

MOTION CARRIED

5. BOARD ACTION ITEMS/DISCUSSIONS

5.1 Motions

5.1 Library Service Restoration Plan – Library Director acknowledged the ongoing work of the NVDPL staff. Director gave an overview of the plan which will re-introduce services slowly, cautiously and adjust as we go. Phase 1 Takeout service was possible due to staff being on site. Phase 2 will introduce self-checkouts and public computing. Restoration plan allows for a careful phased-in approach, evaluating feedback, while further expanding access and services throughout the phases, and preparing for contingencies.

Board discussion followed with Trustees enquiring about financial perspective (underspending in one department/overspending in another), steps being taken for staff and patron protection

such as Plexiglas, change in patron's Code of Conduct, posting of library's operating rules, and the difference of enforcement between a private business vs public space.

Library Director reported on the upcoming Express Library opening on July 7, currently scheduled to coincide with NV City and WV libraries. To ensure compliance, the library will:

- ensure library's Safety Plan is publicly available
- offer shorter open hours limited to 20 hrs per week (Tuesday 1-6 pm, Wednesday 10 am-4 pm, Thursday 2-7 pm, Friday 10 am-4 pm, Saturday 10 am-4 pm, with priority hours on Wednesday and Saturday for vulnerable, compromised and first responders)
- limit patron occupancy
- require staff to monitor occupancy and assist patrons in navigating the service
- staff will complete safety and customer service training prior to opening

Council Representative JB informed the Board a letter writing campaign requesting the library opening was received by DNV Council.

Public computing will also be offered. Six workstations available for a 45 minutes session, for booking throughout the day, on a first come, first served basis with no pre-booking on line. Staff will sanitize equipment between uses.

Trustee enquired how to support the library during this time, and discussion ensued regarding how to ensure patrons are aware that the library experience will not be the same as pre-COVID-19.

Communications/Events Coordinator MC detailed the library's communication plan:

- media statement to be issued on June 26 indicating that an announcement will be provided shortly
- on Monday, June 29, each library will start communication with patrons via social media
- staging mailouts over few days, customized to each branch
- joint print media ad (NVDPL/CNVL/WVML) on July 8

Trustee proposed producing a video, with a Librarian at each branch highlighting the process and expectations of patrons visiting the library, as it will not be the same experience. Trustees also enquired about potential of re-engaging laid off staff, Library Director explained the need for stabilization and preparation throughout the summer, and re-evaluation and re-orientation before auxiliary staff re-entry in Phase 3.

Trustees provided kudos to all staff for their work on Library Takeout.

MOVED by Ana Lopez and SECONDED by Kulvir Mann

THAT the NVDPL approves and supports the NVDPL Service Restoration Plan, dated June 18. (20-06-04)

MOTION CARRIED

7. ADVOCACY

6. STANDING ITEMS

6.1 Updates – Committees

1. Finance and Audit – have not met, planning to meet July/August to review Q2
2. Governance – have not met, no update
3. Human Resources – have not met, no update

6.2 Updates – Affiliates

1. InterLINK – met on May 26. Survey of development needs for InterLINK Board Members, with a Reconciliation discussion starting in September. NVDPL Trustees discussed the idea of a statement on inclusivity and diversity from the library in light of the Black Lives Matter movement. Suggestion to align and support DNV and other NS partners’ statements, reiterating the Library’s commitment to being inclusive. The 2020-2023 Strategic Plan includes various initiatives to support and advance inclusivity and diversity. Trustee JB volunteered to follow up with DNV staff on how they are addressing inclusivity and diversity in light of the BLM movement. Reiteration of our Mission, Vision and Values, as well as applicable staff training would be useful.

ACTION: Staff to explore options for advancing the strategic goal for promoting inclusivity and diversity and reducing barriers to access at NVDPL.

2. Friends of the Library – meet via teleconference; contributing funds towards Summer Reading prize. Book sales have been on hold.
3. Council – focusing on essential business and virtual public hearings.

8. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda, and thanked the Library staff for their work.

9. ADJOURN MEETING – 7:24 PM

MOVED by Lara Greguric and SECONDED by Gerald Baier

THAT the Regular Board Meeting of June 25, 2020 be adjourned. (20-06-05)

MOTION CARRIED

Library Board Chair

Dec 1, 2020

Date

Director, Library Services

24 Sept 2020

Date