

REGULAR MEETING of the NVDPL BOARD

THURSDAY, SEPTEMBER 24, 2020 – 6:00 PM

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
Kulvir Mann – Trustee
Valerie Dong – Trustee

Regrets

Jordan Back – Council Representative

Library Staff

Jacqueline van Dyk – Library Director
Sarka Navratil – Executive Assistant
Alison Campbell – Manager, Community Connections
Sandi Burgess – Manager, Welcoming Initiatives
Deborah Hudson – Business Manager

Guest

Andy Wardell – General Manager-Finance and CFO, DNV

1. **BOARD CHAIR CALLED MEETING TO ORDER – 5:59 PM.**
2. **ADOPTION OF AGENDA**
Board Chair requested a motion to adopt the Agenda.

MOVED by Lara Greguric and SECONDED by Ana Lopez

THAT the Agenda for the September 24, 2020 Meeting of the Board be approved. (20-09-01)

MOTION CARRIED

3. **REPORTS**

- 3.1 **Chair's Report**

Chair reported on their participation in the Summer Reading Club video.

- 3.2 **Director's Report**

The Library Director's update included:

- September 25 is Culture Day. Starting next week, the LV Gallery on 2nd floor – QuarantEEN Art Submissions will be featuring art by teens in the District about their experiences during COVID-19.
- Collaborated with NV Arts' Culture Compass Project, with part of the Scavenger Hunt being held in the LV Library.
- October is Library Month in Canada –this year's proclamation is 'One card, One million possibilities'. Library will be featuring photos, library card possibilities, e-newsletter drives, campaign around NVDPL at home, launching new collection pieces such as streaming video

Kanopy, lending WonderBooks, which allows children to have books read to them, and Launch Pads loaded with literacy programs will be circulated for families.

- November 4-11 is Newspaper Week. Library will be promoting Press Reader.
- In-house created video, marking the end of the Summer Reading Club season, and featuring Mayor Mike Little, NVDPL Board Chair, Trustee KM, School Superintendent, MLA JT, RCMP, will be going out this week.
- Two long-term staff retirements – Parkgate Circulation Supervisor Nancy Quilty (30 years), and Home Services Librarian Heather Goodwin, (35 years).
- Library Director's 7 year anniversary at the Library.

MOVED by Kulvir Mann and SECONDED by Valerie Dong

THAT the Reports be received by the Board. (20-09-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – June 25, 2020

4.2 Reports

4.2.1 Media Report – *June 15-August 31, 2020*

4.2.2 Board Action Items

4.2.3 Board Work Plan

4.2.4 Q2 Report on Financial Operations

4.2.5 Q2 2020 Director Quarterly Report

4.2.6 Q2 2020 Library Operations Report

4.3. Correspondence

4.3.1 Letter to DNV Mayor and Council: Service Restoration Plans

4.3.2 Letter to Library Director: ECSF Grant

4.3.3 Invitation to Virtual Town Hall on Achieving Racial Equity

MOVED by James Mitchell and SECONDED by Lara Greguric

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 – June 25, 2020 be approved.
(20-09-03)

MOTION CARRIED

5. BOARD ACTION ITEMS/DISCUSSIONS

5.1 Motions

5.1 Procurement Approval – Business Manager provided a brief overview of the Management Report. Trustee enquired, and it was confirmed, that this purchase fits within the 2020 budget. There was discussion on the reasons for the single source purchase. It was noted that the purchasing decisions, the urgency of the timeline, and the decision to single source purchase, are directly related to the impact of COVID-19, and the need to provide for safer staff interactions and patron transactions. Trustee enquired whether the purchase meets Library needs. It was noted that the single source purchasing decision is further supported by the

expected ease of integration of new equipment with existing technology and the known service reliability of this particular vendor.

Library Director stated that the Vancouver Public Library (VPL) had recently done an RFP for this product, and did select the same vendor. According to VPL, this vendor was the only one that was able to meet all privacy guidelines.

Trustee questioned the short life span of the product – 5 years. Business Manager clarified that as the equipment and software are supported by standard computer software (Microsoft Windows), that like all computer technology, it is not surprising that such a system can become out-of-date within 5 years.

Trustee enquired if a request to assist with costs could be made of the vendor during contract negotiations, and whether it is possible to sell or recycle current equipment. Business Manager noted that the Library already does have a history of finding new owners for old equipment, or recycling equipment. Based on the amount received from the sale of previous such equipment, the amount received on the sale of the old equipment would likely be very modest.

Trustees noted that there were no objections to the NOI.

MOVED by Lara Greguric and SECONDED by Gerald Baier

THAT the NVDPL Board approve THAT the Library Board supports the Director of Library Services in a purchase of over \$100,000, in the procurement of RFID Self-Checkout Kiosks and Equipment, the total of which shall not exceed \$160,000 excluding GST.

Should the Notice of Intent (NOI) posted on BC Bid remain unchallenged by the closing date of Wednesday September 23 at 4:00 p.m., (20-09-04)

MOVED by Ana Lopez and SECONDED by Barb Lawrie

MOTION 5.1: THAT the NVDPL Board waive the requirement of competitive bidding for the 2020 procurement of RFID Self-Checkout Kiosks and Related Equipment, according to the rationale articulated in the Notice of Intent (NOI) posted on BC Bid on September 9, 2020. (20-09-05)

5.2 Library Re-Opening Update – Library Director provided an update on Phase 3 Service Restoration Plan, including:

- All three branches opened with consistent opening times, and increased hours.
- We are seeing shorter patron visits, and meeting the need for study space and computing.
- 193 circulations per hour recorded in 2019, currently at 238 per hour (123 % increase). In comparison, Phase 2 circulation recorded at 92%.
- 25 auxiliary staff members are currently working, including pages. New Covid-safe ways of working: staff actively monitoring spaces and occupancy loads by zones, requiring extra staff on the floor, and scheduling other work such as shelving and paging, outside public hours.
- Following BCCDC Guidance. As risk of transmission from library materials is very low, BC CDC recommends placing a greater focusing on physical distancing of people, rather than quarantining library materials. Together with CNV and WVML, will be ending book quarantine on October 1, as well as restoring normal loan and holds periods.
- In addition to in-library service, we are continuing with all virtual programs, Library Takeout, Personal Picks, technology lending, and Home Library Service.

Trustees expressed their appreciation of the library's opening. They also provided kudos and gratitude to all library staff for the amazing service they continue to provide, along with their professionalism during stressful times. Discussion of Home Library Service and how the service has evolved during the quarantine, including new guidelines such as dropping books off at the door.

<Andy Wardell disconnected at 6:54 pm>

5.3 Reconciliation and Inclusivity – Library Director provided an update. Reconciliation and Inclusivity statement included on job posting, staff training being arranged, promotion of library resources and collections that are inclusive and offer relevant programming. Diversity and Inclusion training in October, InterLINK also offering training. In consultation with Squamish elder, and as per his recommendation, a letter will be sent the Councils of both Nations regarding our land acknowledgement. Trustees recommended engagement within the community, but to delay any action until after elections in October/November.

ACTION: Remove 'and': *We respectfully acknowledge that our libraries are located on the traditional ~~and~~ territories of the Squamish and Tsleil-Waututh First Nations. Their ancestors have lived here for countless generations. We are grateful for the opportunity to Connect, Share and Inspire with them on unceded Coast Salish Territory.*

6. ADVOCACY

7. STANDING ITEMS

7.1 Updates – Committees

1. **Finance and Audit** – met July 30, reviewed Q1 financials. Next meeting subject to District timing.
2. **Governance** – next meeting on October 28, 6 pm.
3. **Human Resources** – Library Director and Committee Chair met, will arrange meeting, will report back.

7.2 Updates – Affiliates

1. **InterLINK** – Trustee BL reported that an InterLINK facilitated conversation will be occurring in October.
2. **Friends of the Library** – book sale scheduled for middle of October has been postponed due to the upcoming BC elections. Actively engaged to providing support to the Library.
3. **Council** – no update.

8. IMPORTANT UPCOMING DATES


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

9. ADJOURN MEETING – 7:20 PM.

MOVED by James Mitchell and **SECONDED** by Kulvir Mann

THAT the Regular Board Meeting of September 24, 2020 be adjourned. (20-09-06)

MOTION CARRIED


Library Board Chair

December 7, 2020
Date


Director, Library Services

8 Dec 2020
Date

