

## INAUGURAL MEETING of the NVDPL BOARD

THURSDAY, JANUARY 27, 2022 – 6:00 PM

Zoom Video Conference

# MINUTES

### ATTENDEES

#### LIBRARY BOARD

Lara Greguric – 2021 Board Chair  
Kulvir Mann – 2021 Vice Chair  
Gerald Baier – Trustee  
Megan Curren – Council Representative  
Ana Lopez – Trustee  
James Mitchell – Trustee  
Kristine Mactaggart Wright – Trustee  
Valerie Dong – Trustee

#### REGRETS

Barb Lawrie – Trustee

#### LIBRARY STAFF

Jacqueline van Dyk – Library Director  
Suzanne Hendriks – Executive Assistant  
Meghan Crowe – Communications/Events Coordinator  
Sandi Burgess – Manager, Welcoming Initiatives  
Krista Scanlon – Manager, Collection Services  
Alison Campbell – Manager, Community Connections  
Maryann Kempthorne – Manager, Learning, Innovation and Technology  
Deborah Hudson – Business Manager

#### GUESTS

Andy Wardell – General Manager Finance and CFO, DNV  
Rick Danyluk – Deputy GM, Finance and Deputy CFO, DNV  
Andrew Durnin – Acting Director, Information Technology and Digital Transformation, DNV  
Matt McIntosh – Manager, Information Technology Operations, DNV

1. **WELCOME AND INTRODUCTIONS** – Director of Library Services welcomed the Library Board to the meeting.
2. **LIBRARY DIRECTOR CALLED MEETING TO ORDER – 6:06 PM**
3. **ELECTIONS AND APPOINTMENTS**
  - 3.1 **Election of Board Chair**

Library Director conducted the election process for the position of Library Board Chair. Lara Greguric declared the 2022 Library Board Chair by acclamation.

    - 3.1.1 **Incoming Board Chair's Remarks**

Board Chair thanked the Board for the opportunity to work with the Trustees and the team at NVDPL for another year.
  - 3.2 **Election of Vice-Chair**

Board Chair conducted the election process for Library Board Vice-Chair. Kulvir Mann declared as the 2022 Library Board Vice-Chair by acclamation.

    - 3.2.1 **Incoming Vice-Chair's Remarks**

Vice-Chair thanked the Board for the opportunity to work with the Trustees and the team at NVDPL for another year.

**4. ADOPTION OF AGENDA**

Board Chair requested a motion to adopt the Agenda.

**MOVED by Megan Curren and SECONDED by Valerie Dong**

**THAT the Agenda for the January 27, 2022 Inaugural Meeting of the Board be approved.**

(22-01-01)

**MOTION CARRIED**

**5. REPORTS**

**5.1 Chair's Report**

Director and Chair had touched based on the agenda for tonight and general events for the Library. A special FAC meeting happened in January, which the content will be discussed tonight.

**5.2 Director's Report**

The Director of Library Services began with well wishes to the Board for Family Literacy Day. Updated on impact of COVID-19, no workplace exposures at this time, however larger number of staff absences due to feeling sick or being exposed. A contingency plan has been prepared in case staff absences significantly affect operations, although no major operational impacts at this time.

**MOVED by James Mitchell and SECONDED by Ana Lopez**

**THAT the Reports be received by the Board.** (22-01-02)

**MOTION CARRIED**

**6. CONSENT AGENDA**

**6.1 Operational Approval**

6.1.1 Approval of Regular Minutes of the Board – *November 25, 2021*

**6.2 Reports**

6.2.1 Media Report

6.2.2 2021 Board Action Items

6.2.3 2021 Board Work Plan

6.2.4 Q4 2021 Director Quarterly Report

6.2.5 Q4 2021 Library Operations Report

**MOVED by Kulvir Mann and SECONDED by Gerry Baier**

**THAT the Consent Agenda be adopted and the Reports be received for information;**

**AND THAT the Minutes of the regular meeting of the Board – November 25, 2021 be approved.** (22-01-03)

**MOTION CARRIED**

**7. PRESENTATION**

**7.1 Cyber Security & Risk Management – Andy Wardell (AW) – General Manager Finance and CFO, DNV introduced the presenters and informed the Board about reorganization at the District, including Digital Services/Information Technology team now under him. Andrew Durnin (AD) – Acting Director, Information Technology and Digital Transformation, DNV gave an overview of the team of thirty IT professionals and the focus for the department this year. Matt McIntosh (MM) – Manager,**

Information Technology Operations, and DNV delivered the presentation, giving an overview of the global cyber security landscape (2020-2021), DNV cyber security assessment findings & recommendations and the action plan and progress. A question and answer period followed the presentation.

<Matt McIntosh & Andrew Durnin sign off 6:58pm>

## 8. BOARD MOTIONS/DISCUSSIONS

**8.1.1 2022 Budget Review** - Rick Danyluk (RD) – Deputy GM, Finance and Deputy CFO, DNV opened with an update on an outstanding enquiry from the FAC meeting on January 20/22 for 'Breezeway' line item in the budget. This item has moved to first quarter of 2022 to develop options for a further refresh to the space in 2022. RD reviewed the proposed draft 2022 project budget, noting the investment in Library facilities, new satellite facilities, improvements to the IT services and additions to the operating base to support ongoing demands. The budget submissions lines up with the District's guidelines and is presented to the board for approval.

**MOVED by Kulvir Mann and SECONDED by Megan Curren**

**THAT the Library Board approve the revised DRAFT 2022 Budget and forward the recommendation to Council for their consideration:**

- **Operating Budget (\$6.8 million), including use of Library Reserves (\$111k)**
- **Project Budget (\$1.2 million), including New Capital (\$535k) and Existing Capital (\$707k).** (22-01-04)

<Andy Wardell & Rick Danyluk disconnected at 7:05pm>

**MOTION CARRIED**

**8.1.2 2022 Director Work Plan** – Library Director gave an overview of the work plan. Query from Trustee for clarification for item under 'Share - working with District IT to accelerate mobile device lending'. Director clarified this project was initiated in 2020 through grant work, however because of security risks the launching of the devices has been placed on hold. Query from Trustee on item under 'Connect - diversity, equity and inclusions framework phase 1 & 2' being rolled out when it is so dependent on the District. The Director clarified that much of the work in both phase 1 & 2 is mostly separate from the District allowing the Library to have the bulk of this done in 2022. Collaboration and support from the District on this item will continue.

**MOVED by Ana Lopez and SECONDED by Gerald Baier**

**THAT the Board supports the 2022 Annual Work Plan of the Library Director.** (22-01-05)

**8.1.3 2022 Board Work Plan** – Chair opened the floor for feedback or questions. Query about specific policies not listed on the work plan. Director clarified that 'consider review policies' is within the plan, specifics will happen at the first meeting of each committee and the work plan can then be updated with specific policies. Enquiry of how the Board can help promote StoryLab further in 2022. Item noted for the next advocacy committee meeting.

**MOVED by James Mitchell and SECONDED by Valerie Dong**

**THAT the Board supports its 2022 Annual Work Plan as proposed.** (22-01-06)

**MOTION CARRIED**

**8.1.4 Regular Board Meeting Schedule for 2022** – Suggestion by Trustee that hybrid format could be introduced or that committee meetings could all be virtual given their length.

**MOVED by James Mitchell and SECONDED by Megan Curren**

**THAT the Board approve the schedule for the regular meetings of the NVDPL Board for the 2022 term as proposed.** (22-01-07)

**MOTION CARRIED**

**8.1.5 Committee Appointments** Chair asked the Board if all committee members from 2021 would like to continue on the same committees in 2022. All agree to stay on the same committees for 2022.

**MOVED Valerie Dong by and SECONDED by James Mitchell**

**THAT the Library Board supports the following appointments to the Committees:**

**Finance and Audit Committee**

*Lara Greguric, Kulvir Mann, Gerald Baier, Kristine Mactaggart Wright, Megan Curren*

**Governance Committee**

*Barb Lawrie, Gerald Baier, James Mitchell, Valerie Dong, Lara Greguric*

**Human Resources Committee**

*Ana Lopez, Megan Curren, Lara Greguric*

**AND THAT the Library Board supports the following appointments to the InterLINK Board:**

*Barb Lawrie; Alternate: Kulvir Mann* (22-01-08)

**MOTION CARRIED**

**8.1.6 Board Micro-Budget for 2022** – Library Director provided a brief overview. Query from Trustee on line item ‘education’ amount given this was not used last year. Suggestion for training on Truth & Reconciliation could be considered in 2022.

**MOVED by Gerald Baier and SECONDED by Kristine Mactaggart Wright**

**THAT the Board expenditures in 2022 be allocated in accordance with the suggested “micro-budget” as outlined.** (22-01-09)

**MOTION CARRIED**

**8.2.1 Review of Positive Workplace Policy** – the Board reviewed the policy. No updates at this time.

## **9. STANDING ITEMS**

### **9.1 Updates – Committees**

**9.1.1 Finance and Audit** – Special meeting January 20/22

**9.1.2 Governance** – no updates

**9.1.3 Advocacy** – no updates

**9.1.4 Human Resources** – Director’s review was finalized and the letter has been sent.

**9.2 Updates – Affiliates**

**9.2.1 InterLINK** – no updates

**9.2.2 Friends of the Library** – successful book drive for the upcoming book sale happening Feb 4 – Feb 6 and their AGM happening in Feb.

**9.2.3 Council** – no updates


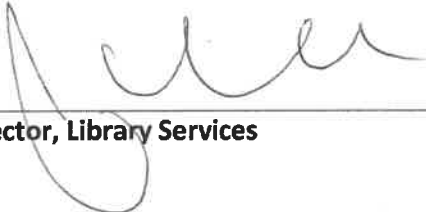
**10. IMPORTANT UPCOMING DATES**

Trustees noted important upcoming dates on the Agenda.

**11. ADJOURN MEETING – 7:31 PM**

**MOVED** by Kristine Mactaggart Wright and **SECONDED** by Ana Lopez

**THAT the Inaugural Board Meeting of January 27, 2022 be adjourned.** (22-01-10)

	<b>MOTION CARRIED</b>
_____	_____
Library Board Chair	Date
	Mar. 4/22
_____	_____
Director, Library Services	Date
	Feb 28/22

