

## REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 28, 2022 – 6:00 PM

Zoom Video Conference

# MINUTES

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### ATTENDEES

#### Library Board

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

#### Regrets

Jaskaran Gill, Accounting and Reporting Manager, DNV

#### Library Staff

Jacqueline van Dyk – Library Director  
Suzanne Hendriks – Executive Assistant  
Alison Campbell – Manager, Community Connections  
Deborah Hudson – Business Manager  
Krista Scanlon – Manager, Collections Services  
Sandi Burgess – Manager, Welcoming Initiatives

#### Guests

Andy Wardell – General Manager-Finance and CFO, DNV  
Elio Iorio – Manager Financial Services, DNV

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**1. BOARD CHAIR CALLED MEETING TO ORDER – 6:02 PM**

**2. ADOPTION OF AGENDA**

Board Chair requested a motion to adopt the Agenda.

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

**THAT the Agenda for the April 28, 2022 Meeting of the Board be approved.** (22-04-01)

**MOTION CARRIED**

**3. REPORTS**

**3.1 Chair's Report** – Library Board Chair welcomed the director back from leave and thanked staff and the leadership team for supporting the Board during her absence. A small and private memorial on the one-year anniversary of the March 27, 2021 tragedy took place with the District unveiling a memorial bench and a Dogwood tree. A soft opening of the new Lions Gate express location happened end of April and several Trustees were able to tour the facility before opening.

**3.2 Director's Report** – Library Director noted this week is National Volunteer Week and thanked the Board for volunteering their time and energy to the Library and our community. Soft open of the new Lions Gate location is already seeing new members joining the Library, which supports the Strategic direction to bring library service to where it is needed.

**MOVED by Kulvir Mann and SECONDED by Ana Lopez**

**THAT the reports be received by the Board.** (22-04-02)

**MOTION CARRIED**

**4. CONSENT AGENDA**

**4.1 Operational Approval**

**4.1.1 Approval of Regular Minutes of the Board – February 24, 2022**

**4.2 Reports**

**4.2.1 Media Report**

**4.2.2 Board Action Items**

**4.2.3 Board Work Plan**

**4.2.4 Q1 2022 Director Quarterly Report**

**4.2.5 Q1 2022 Library Operations Quarterly Report**

**4.2.6 MG-OP-06.1a Code of Conduct**

**4.3 Correspondence**

**4.3.1. Congratulatory Letter to Nathan Cullen, Minister of Municipal Affairs**

**4.3.2 Thank you letter to MLA Josie Osborne**

**4.3.3 Response Letter from Nathan Cullen**

**MOVED by Gerald Baier 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 24, 2022 be approved;** (22-04-03)

**MOTION CARRIED**

**5. BOARD ACTION ITEMS/DISCUSSIONS**

**5.1 Review 2021 Draft Audited Financial Statements –** FAC reviewed on April 14, 2022. Board Chair provided an overview of the statements to the Board. The opinion of the audit by KPMG is a clean audit. Library had a surplus and is still seeing affects from COVID-19 pandemic. Query from Trustee on the reason for increase of the donations. Andy Wardell, General Manager-Finance and CFO, DNV clarified this was higher due to donations from the March 27, 21 event, the additional grant for community technology and a Youth Librarian grant. Query from Trustee around library hours and returning to pre-pandemic hours. Library Director shared that management continues to analyse patron use data and feedback to determine open hours and service delivery. Director noted that the current hours allow for after-hours events on Friday nights and the Teen Advisory Group has already made good use of this opportunity.

**MOVED by Gerald Baier and SECONDED by Barb Lawrie**

**THAT the NVDPL Draft Audited Financial Statements for year ending December 31, 2021, be approved.** (22-04-04)

**5.2 Review 2021 Draft Audited Financial Statement Analysis -** Board Chair thanked District staff for the detailed analysis report that was provided to the Board.

**MOVED by Barb Lawrie and SECONDED by Valarie Dong**

**THAT the 2021 NVDPL Draft Audited Financial Statement Analysis report be received for information.**  
(22-02-05)

- 5.3 Review 2021 Statement of Financial Information (SOFI)** – FAC reviewed on April 14, 2022. Board Chair provided an overview of the SOFI to the Board. Query from Trustee on indemnitees agreements/provisions. AW clarified that the schedule of guarantee and indemnity agreements must list financial guarantee and indemnity agreements in force which required Provincial government approval prior to being given under the Indemnities and Guarantees Regulation. No further questions from Trustees noted. Board Chair thanked the DNV Finance team for their continued support.

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

**THAT the NVDPL 2021 Statement of Financial Information be approved.** (22-04-06)

- 5.4 Review Finance Policies** – Elio Iorio (EI) – Manager Financial Services, DNV gave an overview of the proposed policies and their amendments. Changes are of a housekeeping nature. No queries noted. Committee Chair thanked the DNV Staff for the work on the policies.

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

**THAT the NDVPL Board adopts the amended policies B-FIN-01 Finance Accounting, B-FIN-04 Finance Tangible Capital Assets, B-FIN-05 Finance Statement of Financial Information (SOFI) and B-FIN-06 Finance Financial Reporting.** (22-04-07)

*<Andy Wardell & Elio Iorio disconnected at 6:38pm>*

- 5.5 Review Operations Policy** – The Director of Library Services introduced Krista Scanlon (KS), Manager of Collections who updated the Board with a presentation overview of Collections operation. The Director thanked the KS and the collections department on their thoughtful work on the Caring Community Kits. Following the presentation, KS reviewed the Collections Policy suite with amendments to ensure the language reflected the same language in the BC Human Rights Code, gender diversity, English language learners and perceptual disabilities. Query from Trustee on B-OP-03 about official Requests for Reconsideration and the Board's role. Healthy discussion from the Board on this policy with several alternative options of language and process.

*Action: Board requested B-OP-03 be further amended by Staff and brought back to the Board for June meeting.*

**MOVED by James Mitchell and SECONDED by Barb Lawrie**

**THAT the Library Board adopts the amended policies B-OP-07 Collection Policy, B-OP-08 Community Information, B-OP-09 Library Gifts in Kind Donations and B-OP-14 Intellectual Freedom;**

**AND THAT the Library Board endorses the amended management guidelines MG-OP-08.1 Distribution and Posting of Free Material and MG-OP-09 Library Gifts In Kind Donations.** (22-04-08)

- 5.6 **2021 Annual Report Content Outline** – The Director of Library Services provided an overview. Trustees expressed appreciation of work done on the report, and suggested inclusion of stories and events from local communities.

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

**THAT the Board endorses the draft content outline and general concept of the 2021 annual report, to be designed, printed and distributed May—July of 2021.** (22-04-09)

**6. STANDING ITEMS**

**6.1. Updates – Committees**

1. Finance and Audit – *met April 14, 2022* - reviewed TOR, SOFI, Financial Statements and annual donations report. Operations report to come at a later date to the Board via email.
2. Governance – *met March 24, 2022* – reviewed TOR, discussed Board workshop and created goals for the coming year, including Trustee recruitment and risk assessment.
3. Human Resources – *met March 10, 2022* – HR related policies to be updated in alignment with the DNV.
4. Advocacy – *next meeting June 23, 2022*

**6.2 Updates – Affiliates**

1. InterLINK – Met March 6, workshop on territorial and land acknowledgement, a summary of the minutes will be provided at a later date to the Board.
2. Friends of the Library – gearing up for the next book sale last week of May. Staff working on branded t-shirts for the Friends.
3. Council – Continuing to support the transformation of the Breezeway. The Climate committee has met with the Library to initiate planning for collaborative events. Facilities reviewing cooling stations as summer approaches.

**7. IMPORTANT UPCOMING DATES**

Trustees noted important upcoming date on the Agenda.

**8. ADJOURN MEETING – 7:26 PM**

**MOVED by James Mitchell and SECONDED by Gerald Baier**

**THAT the Regular Board Meeting of April 28, 2022 be adjourned.** (22-04-10)

**MOTION CARRIED**

  
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Library Board Chair

*Sep. 22/22*  
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Date

  
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Director, Library Services

*June 23/22*  
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Date