

## REGULAR MEETING of the NVDPL BOARD

THURSDAY, NOVEMBER 24, 2022 – 6:00 PM

Zoom Video Conference

# MINUTES

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### ATTENDEES

#### Library Board

Lara Greguric – Board Chair

Gerald Baier – Trustee

Ana Lopez – Trustee

Kristine Mactaggart Wright – Trustee

Valerie Dong – Trustee

#### REGRETS

Barb Lawrie – Trustee

Kulvir Mann – Vice Chair

James Mitchell – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director

Suzanne Hendriks – Executive Assistant

Meghan Crowe – Communications/Events Coordinator

Alison Campbell – Manager, Community Connections

Deborah Hudson – Business Manager

Eunice Joseph – Acting Manager, Welcoming Initiatives

Krista Scanlon – Manager, Collection Services

#### GUESTS

Andy Wardell – General Manager-Finance and CFO, DNV

Rick Danyluk – Deputy GM, Finance and Deputy CFO, DNV

Elio Iorio – Revenue and Taxation Manager, DNV

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**1. BOARD CHAIR CALLED MEETING TO ORDER – TIME 6:01 PM**

**2. ADOPTION OF AGENDA –**

**MOVED by Valerie Dong and SECONDED by Gerald Baier**

**THAT the Agenda for the November 24, 2022 Meeting of the Board be approved.** (22-11-01)

**MOTION CARRIED**

**3. REPORTS**

**3.1 Chair's Report**

Board Chair's updated the trustees on several meetings that happened since the Board last met. Also attended the joint North Shore Library Trustee Advocacy workshop. Highlighted that a municipal election had concluded and a new council member will be assigned to the Board in the coming month.

**3.2 Director's Report**

Library Director updated trustees that orientation for new council members will happen in the coming weeks. The user survey has gone out to our community to give us feedback on our library services. For the first time, the survey has been translated into multiple languages to reach as many members of the public as possible. CO2 kits have been launched with an overwhelming response to the non-traditional

collection, currently, over 189 holds on the devices. More devices have been purchased to double the number available to the committee. All Staff meeting on November 30 (libraries are closed half day) with the theme of community & staff resiliency. Library Director thanked the Board for approving the half day for staff to gather and learn together.

**MOVED by Valerie Dong and SECONDED by Ana Lopez**

**THAT the reports be received by the Board.** (22-11-02)

**MOTION CARRIED**

#### **4. CONSENT AGENDA**

##### **4.1 Operational Approval**

**4.1.1** Approval of Regular Minutes of the Board – *September 22, 2022*

##### **4.2. Reports**

**4.2.1** Media Report

**4.2.2** Board Action Items

**4.2.3** Board Work Plan

**4.2.4** Q3 Report on Financial Operations

**4.2.5** Q3 2022 Director Quarterly Report

**4.2.6** Q3 2022 Library Operations Report

**4.2.7** KPMG Audit Planning Report

**4.2.8** InterLINK Board Meeting Summary September 27, 2022

**4.2.9** Update: Donor Engagement Strategy

##### **4.3. Correspondence**

**4.3.1** InterLINK Net Provisions letter 2021

**4.3.2** Congratulations Re-election Mayor Little

**4.3.3** Congratulations Re-election Councillor Back

**4.3.4** Congratulations Re-election Councillor Forbes

**4.3.5** Congratulations Re-election Councillor Hanson

**4.3.6** Congratulations Re-election Councillor Muri

**4.3.7** Thank You Letter – Councillor Matthew Bond

**4.3.8** Congratulations Councillor Mah

**4.3.9** Congratulations Councillor Pope

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

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

**AND THAT the Minutes of the regular meeting of the Board – September 22, 2022 be approved.**

(22-11-03)

**MOTION CARRIED**

## 5. BOARD MOTIONS/DISCUSSIONS

**5.1 Review Proposed 2023 Capital & Operating Budget Submissions** – Rick Danyluk (RD) – Deputy GM, Finance and Deputy CFO, DNV reviewed the proposed budget submissions. Conservative approach for new requests. Inflation. RD informed the Board that funding is limited and a review of existing staff vacancies will be looked at first. Three new operating requests are included in the budget which is funded from the Library surplus. Also, capital improvements planned for the next five years are included. Chair asked that the determination of staffing requests are looked at from the knowledge that the current staffing model is outdated to the current library service model and that the safety of staff remains at a forefront of consideration.

**MOVED by Kristine Mactaggart Wright and SECONDED by Valerie Dong**

**THAT the Library Board approve the DRAFT 2023 Budget:**

- **Operating Budget (\$7.0 million), including use of Library Reserves (\$244 thousand)**
- **Project Budget (\$1.5 million), including Operating Projects (\$105 thousand) New Capital (\$620 thousand) and Existing Capital (\$800 thousand).**

**AND THAT District and Library staff work to fill existing Library vacancies and report back with recommendations for staffing numbers for 2023 – 2024 in January 2023.** (22-11-04)

**MOTION CARRIED**

**5.2 Review Policies** - Elio Iorio (EI) – Manager of Financial Services, DNV presented the edits to the policies and management guidelines, including the changes listed in the report on this item. Three policies and eight management guidelines were brought forward to the Board for review, which was previously reviewed with the Finance and Audit Committee on November 3, 2022. No queries from trustees on this agenda item.

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

**THAT the NVDPL Board approve the Policy B-FIN-09 Reporting of Fraudulent or Related Dishonest Acts with the changes as amended;**

**AND THAT the NVDPL Board approve the Policy B-FIN-12 Procurement, Purchasing & Payment Approval and the Management Guidelines MG-FIN-12.1, MG-FIN-12.2, MG-FIN-12.3, MG-FIN-12.4, MG-FIN-12.5, MG-FIN-12.6 and MG-FIN-12.7 with the changes as amended;**

**AND THAT the NVDPL Board approve the Policy B-FIN-25 Board and Staff Expenses and the Management Guideline MG-FIN-25.0 with changes as amended.** (22-11-05)

**MOTION CARRIED**

*< Andy Wardell, Rick Danyluk & Elio Iorio disconnected at 6:24pm >*

**5.3 Review Operating Policy** –The Library Director reviewed the changes to the policy B-OP-10 Public Internet Access and Computer Use Policy. A suggestion for formatting change is to merge titles of privacy and internet security into one.

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

**THAT the Library Board approve the amended policy B-OP-10 PUBLIC INTERNET ACCESS AND COMPUTER USER POLICY as amended. (22-11-06)**

**MOTION CARRIED**

**5.4 Workplace Violence Risk Assessment Update** – The Library Director shared a summary presentation of the findings from a workplace violence risk assessment prepared by safety consultation Carbon Safety Solutions. The report was informed by five years of incident reports, staff feedback (via survey & interviews), WSBC statistical review for similar workplaces, crime stats for the area, physical environment review and assessment of risk workplace violence procedures and policies. The summary of findings showed that overall, the risk of workplace violence is low, though due to historic experiences with outlier incidents and increasing non-physical incidents, the perception of risk appears higher than the current risk level identified in the report. The report includes recommendations for risk mitigation, including space and communication improvements. Suggested next steps are a team debrief, having the JOH&S Committee review key report elements, identifying priority corrective actions, and setting follow-up meetings to track progress. Trustees queried how staff are feeling after seeing the report; the Director responded that it is a mix of feelings. Generally speaking, staff appreciate the library's commitment to prioritizing health and safety initiatives, and await follow-up safety improvements and training. General discussion ensued around the current staffing model and space planning at Lynn Valley.

**6. ADVOCACY COMMITTEE OF THE WHOLE**

The Board Chair moved the meeting into the Advocacy Committee of the Whole.

**7. STANDING ITEMS**

**7.1 Updates – Committees**

**7.1.1 Finance and Audit** – minutes included in the package, another meeting Nov. 3, 2022, Q3 Operations report in the consent agenda

**7.1.2 Governance** – last meeting discussed the Board's annual survey, policy review cycle, trustee recommendation for 2022 (zero vacancies) and risk management

**7.1.3 Human Resources** – met on Nov 22 with DNV Manager of HR present and gave updates on policy changes & collective bargaining. One item from that meeting will be discussed in-camera after this meeting.

**7.1.4 Advocacy** – no updates

**7.2 Updates – Affiliates**

**7.2.1 InterLINK** – meeting summary in the consent agenda

**7.2.2 Friends of the Library** – Last book sale was very successful and they raised over \$6,000.

**7.2.3 Council** – New council representative assigned to the Library Board

**8. IMPORTANT UPCOMING DATES**

Chair noted important upcoming dates on the Agenda.

9. ADJOURN TO IN CAMERA– 7:15 PM.

MOVED by Gerald Baier and SECONDED by Valerie Dong

THAT the Regular Board Meeting of November 24, 2022 be adjourned to In-Camera. (22-11-11)

MOTION CARRIED

  
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Library Board Chair

  
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Date

  
\_\_\_\_\_  
Director, Library Services

  
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Date

