

INAUGURAL MEETING of the NVDPL BOARD

THURSDAY, JANUARY 26, 2023 – 6:00 PM

In person, Lynn Valley

MINUTES

ATTENDEES

LIBRARY BOARD

Lara Greguric – 2022 Board Chair
Kulvir Mann – 2022 Vice Chair
Gerald Baier – Trustee
Ana Lopez – Trustee
Barb Lawrie – Trustee
Herman Mah – Council Representative
James Mitchell – Trustee
Kristine Mactaggart Wright – Trustee
Valerie Dong – Trustee

LIBRARY STAFF

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

GUESTS

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

1. **BOARD GROUP PHOTO**
2. **WELCOME AND INTRODUCTIONS** – Director of Library Services welcomed the Library Board to the meeting and individuals in the room gave brief introductions.
3. **LIBRARY DIRECTOR CALLED MEETING TO ORDER – 6:35 PM**
4. **ELECTIONS AND APPOINTMENTS**
 - 4.1 **Election of Board Chair**

Library Director conducted the election process for the position of Library Board Chair. Kulvir Mann declared the 2023 Library Board Chair by acclamation.

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

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

Board Chair conducted the election process for Library Board Vice-Chair. James Mitchell declared as the 2023 Library Board Vice-Chair by acclamation.

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

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

5. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the Agenda.

MOVED by Lara Greguric and SECONDED by James Mitchell

THAT the Agenda for the January 26, 2023 Inaugural Meeting of the Board be approved.

(23-01-01)

MOTION CARRIED

6. REPORTS

6.1 Chair's Report Chair welcomed Herman Mah, Council Representative to the NVDPL Board. Chair shared that the new DNV councillors were given an orientation of the Library in December 2022 and informed of the many services offered to our patrons.

6.2 Director's Report

The Director of Library Services shared was pleased to participate in the new councillor orientation in December 2022 as well as a trustee orientation with Councillor Mah last week. Friends of the Library will have their next book sale on February 17 – 19. Looking forward to the upcoming year working with the Library Board.

MOVED James Mitchell by and SECONDED by Valerie Dong

THAT the Reports be received by the Board. (23-01-02)

MOTION CARRIED

7. CONSENT AGENDA

7.1 Operational Approval

7.1.1 Approval of Regular Minutes of the Board – *November 24, 2022*

7.2 Reports

7.2.1 Media Report

7.2.2 2022 Board Action Items

7.2.3 2022 Board Work Plan

7.2.4 Q4 2022 Director Quarterly Report

7.2.5 Q4 2022 Library Operations Report

7.2.6 InterLINK Board Meeting Summary November 29, 2022

7.2.7 Congratulatory Letter Anne Kang

7.2.8 Library Act Current to November 30, 2022

MOVED by Ana Lopez and SECONDED by James Mitchell

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 24, 2022 be approved. (23-01-

03)

MOTION CARRIED

8. BOARD MOTIONS/DISCUSSIONS

8.1.1 2023 Staffing Update – The Library Director gave an overview of the work on this agenda item over the last couple of months. District and Library staff reviewed data supplied by DNV Finance with the goal to identify any vacancy opportunities that can be repurposed for priority staffing needs. Staff safety with attention to adequate coverage for public-facing points and organizational stability were important considerations in the decision-making process. It was determined that NVDPL’s vacancy levels are considered well within normal range. Rick Danyluk – Deputy GM, Finance and Deputy CFO, DNV (RD) also gave a brief update and shared with the Board that DNV has updated their positioning software to provide better information to stay current with staffing levels in the District and the partner organizations. A provision was made for immediate needs to support the safety assessment staffing recommendation.

MOVED by Barb Lawrie and SECONDED by Herman Mah

THAT the Library Board receive the 2023 Staffing Update for information. (23-01-04)

MOTION CARRIED

8.1.2 2023 Director Work Plan – Library Director gave a high-level overview of the work plan. This year is the final year of the current strategic plan. Query from trustee on who the lead is in the implementation of the new Accessible BC Act due Sept 1/23. The Director acknowledged that available capacity is very limited and a lead has not yet been identified, but we’ll be on track to meet the target dates. She also noted that BC public libraries are working together in the effort, along with their municipalities. Query about the completion of the current strategic plan and planning for this next. Alignment with the DNV’s new strategy determined the planning timeline of the Library’s strategic plan.

MOVED by James Mitchell and SECONDED by Ana Lopez

THAT the Board supports the 2023 Annual Work Plan of the Library Director. (23-01-05)

8.1.3. 2023 Board Work Plan – Library Director reviewed the work plan. No queries or comments for this item.

MOVED by Lara Greguric and SECONDED by Barb Lawrie

THAT the Board supports its 2023 Annual Work Plan as proposed. (23-01-06)

MOTION CARRIED

8.1.4 Regular Board Meeting Schedule for 2023 – Board reviewed the meeting calendar and Chair opened the discussion around the meeting format. The majority of trustees prefer in-person, with an option for hybrid in case of illness. A trustee suggested that some meetings could be held in person at other branches. No further comments or queries.

MOVED by James Mitchell and SECONDED by Valerie Dong

THAT the Board approve the schedule for the regular meetings of the NVDPL Board for the 2023 term as proposed. (23-01-07)

MOTION CARRIED

- 8.1.5 Committee Appointments** Chair asked the Board if all committee members from 2022 would like to continue on the same committees in 2023. Trustees discussed a few changes to committee membership for 2023.

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

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

Finance and Audit Committee

Lara Greguric, Kulvir Mann, Gerald Baier, James Mitchell, Herman Mah

Governance Committee

Barb Lawrie, Gerald Baier, Valerie Dong, Kristine Mactaggart Wright

Human Resources Committee

Ana Lopez, Kulvir Mann, James Mitchell

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

Barb Lawrie; Alternate: Lara Greguric (23-01-08)

MOTION CARRIED

- 8.1.6 Board Micro-Budget for 2023** – reviewed by the Board.

MOVED by Lara Greguric and **SECONDED** by Herman Mah

THAT the Board expenditures in 2023 be allocated in accordance with the suggested “micro-budget” as outlined. (22-01-09)

MOTION CARRIED

- 8.2.1 Review of B-OHS-03 Positive Workplace: Anti-bullying & Harassment Policy** – the Board reviewed the policy. Query from trustee if there are any fundamental changes that need to be made or if staff had any additions/revisions to the policy. Director responded none at this time, however, the DNV has a new anti-racism/discrimination policy that will be launched this year and that will act as a companion piece to this policy. No further comments or queries for this item.

9. STANDING ITEMS

9.1 Updates – Committees

9.1.1 Finance and Audit – no updates.

9.1.2 Governance – next meeting in March.

9.1.3 Advocacy – Chair suggested several ideas that she would like to bring to the next advocacy meeting. All trustees agreed to continue with the ‘Board Book Bites’ social media campaign for the coming year.

9.1.4 Human Resources – Concluded the review of the Director’s position. Committee Chair thanked the Board for their input in this item.

9.2 Updates – Affiliates

- 9.2.1 **InterLINK** – Executive Director, Michael Burris is retiring and InterLINK Board is working to recruit the next director in the next 6 months. Fees will be raised in the coming year, as inflation continues to remain high, including courier fees to transport the books to and from locations in BC.
- 9.2.2 **Friends of the Library** – The next book sale in February 17-19. Their virtual AGM will be in February.
- 9.2.3 **Council** – met twice since the New Year, with time being spent on setting priorities, and strategic plan process parallel with budget planning for the next four-year term. New position at the DNV, Business Services Manager to encourage new businesses to come to the District and support existing businesses through a post-pandemic environment. Suggested library staff meet new Business Services Manager.

10. IMPORTANT UPCOMING DATES


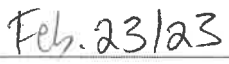

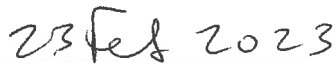
Trustees noted important upcoming dates on the Agenda.

11. ADJOURN MEETING – 7:47 PM

MOVED by Kristine Mactaggart Wright and **SECONDED** by Herman Mah

THAT the Inaugural Board Meeting of January 26, 2023 be adjourned. (23-01-10)

MOTION CARRIED

 _____ Library Board Chair	 _____ Date
 _____ Director, Library Services	 _____ Date

