

REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 27, 2023 – 6:00 PM

In-person at Lynn Valley Library, 2nd Floor in the Learning Lab/Zoom

MINUTES

ATTENDEES

Library Board

James Mitchell – Vice Chair
Lara Greguric – Trustee (via Zoom)
Barb Lawrie – Trustee
Kristine Mactaggart Wright – Trustee (via Zoom)
Herman Mah – Council Representative
Valerie Dong – Trustee

Regrets

Kulvir Mann – Board Chair
Ana Lopez – Trustee
Gerald Baier – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Suzanne Hendriks – Executive Assistant
Sandi Burgess – Manager, Welcoming Initiatives
Alex Etesami – Manager, Innovation & Learning
Deborah Hudson – Business Manager
Krista Scanlon – Manager, Collections Services

Guests

Andy Wardell – General Manager-Finance and CFO, DNV
Rick Danyluk – Deputy GM, Finance and Deputy CFO, DNV
Elio Iorio – Manager Financial Services, DNV

Regrets

Jaskaran Gill, Accounting and Reporting Manager, DNV

1. VICE CHAIR CALLED MEETING TO ORDER –6:01 PM

2. ADOPTION OF AGENDA

Vice Chair requested a motion to adopt the Agenda.

MOVED by Barb Lawrie and SECONDED by Valerie Dong

THAT the Agenda for the April 27, 2023 Meeting of the Board be approved. (23-04-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report – Library Board Vice Chair

3.2 Director's Report – Library Director – NS writer's festival underway. Several staff attended the recent BCLA Conference. Lion's Gate Express Library facility tour with Vancouver city staff. Planning underway for this year's Summer Reading Club. Thanked Andy Wardell for his leadership and support.

MOVED by Barb Lawrie and SECONDED by Herman Mah

THAT the reports be received by the Board. (23-04-02)

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 2023 Director Quarterly Report
 - 4.2.5 Q1 2023 Library Operations Quarterly Report
 - 4.2.6 Request for Reconsideration of Library Materials Annual Report
 - 4.2.7 Risk Management Annual Report
- 4.3 **Correspondence**
 - 4.3.1 2022 Public Library Grant Report & COVID-19 Emergency Grant
 - 4.3.2 Invitation to visit NVDPL – Honourable Anne Kang
 - 4.3.3 Library Tour – Meeting with Minister Kang (response)
 - 4.3.4 2023 Public Library Grants Award Letter
 - 4.3.5 InterLINK Board Meeting Summary April 4, 2023

MOVED by Valerie Dong and SECONDED by Herman Mah

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

THAT the Library Board receive the Risk Management Annual Report for information;

AND THAT the Minutes of the regular meeting of the Board – February 23, 2023 be approved; (23-04-03)

MOTION CARRIED

5. BOARD MOTIONS/DISCUSSIONS

- 5.1 **Review 2022 Draft Audited Financial Statements** – FAC reviewed on April 20, 2023. FAC Chair provided an overview of the statements to the Board. The opinion of the audit by KPMG is that it's a clean audit. FAC Chair reviewed the responsibilities of the Board, Management etc. Opened the floor for questions. AW reminded trustees that any member of the Board can contact the auditors directly. No questions from Trustees noted. FAC Chair thanked the DNV Finance team for their continued support.

MOVED by Lara Greguric and SECONDED by Herman Mah

THAT the NVDPL Draft Audited Financial Statements for year ending December 31, 2022, be approved. (23-04-04)

- 5.2 **Review 2022 Draft Audited Financial Statement Analysis** - FAC Chair thanked District staff for the detailed analysis report that was provided to the Board.

MOVED by Herman Mah and SECONDED by Valerie Dong

THAT the 2022 NVDPL Draft Audited Financial Statement Analysis report be received for information.
(23-02-05)

5.3 Review 2022 Statement of Financial Information (SOFI) – FAC reviewed on April 20, 2023. FAC Chair provided an overview of the SOFI to the Board. FAC Chair thanked the DNV Finance team for their continued support. Deadline to file the report is May 15.

Director of Library Services thanked AW for his continued support of the library over his career at DNV and wished him all the best for his retirement.

MOVED by Herman Mah and SECONDED by Lara Greguric

THAT the NVDPL 2022 Statement of Financial Information (SOFI) be approved by the Board. (23-04-06)

MOTION CARRIED

<<Andy Wardell, Rick Danyluk, Elio Iorio left the meeting 6:25pm>>

5.4 B-OHS-04 Anti-Discrimination and Anti Racism Policy – query whether there has historically been complaints on this matter; no complaints within this director’s tenure, unknown before that

MOVED by Barb Lawrie and SECONDED by Valerie Dong

THAT the Board adopt the B-OHS-04 Anti-Discrimination and Anti-Racism Policy. (23-04-07)

5.5 2022 Annual Report Content Outline – The Director of Library Services provided an overview. No major changes from previous report outlines. No queries from the group.

MOVED by Barb Lawrie and SECONDED by Valerie Dong

THAT the Board endorses the draft content outline and general concept of the 2022 annual report, to be designed, printed and distributed May—July of 2023. (23-04-08)

MOTION CARRIED

5.6 Lynn Creek Community Centre – Library Equipment Procurement – Sandi Burgess (SB), Manager, Welcoming Initiatives reviewed the parameters of the machine. NVDPL has been offered a maximum of 250 square feet to provide service at the Lynn Creek Community Centre, currently under construction and expected to open in early 2024. Due to minimal square footage, a non-staffed solution is an approach for this location. Market research was conducted to identify the various technology solutions that could provide the following core functionalities – the ability to search the library collections & make hold requests, holds pickup, small browsing collection on-site, on-site membership registration & library returns. Various discussions and queries from trustees about the investment.

MOVED by Herman Mah and SECONDED by Valerie Dong

THAT the Library Board approve the Library sole source purchase of over \$25,000.00 for the Envisionware 24hr Library machine for Lynn Creek Community Centre using funds approved by the District of North Vancouver for this purpose in a 2023 NVDPL Capital Project Budget;

AND THAT the Library Board supports the Director of Library Services in spending up to \$350,000 in available capital funds for the Envisionware 24hr Library in order to provide an automated library presence at the Lynn Creek Community Centre. (23-04-09)

MOTION CARRIED

5.7 Introduction of Cargo Bikes Lending Pilot Program – Library Director gave an overview of the pilot program. Lending cargo e-bikes would be a unique addition to our non-traditional collection, and likely a first for a Canadian library. It would also present a fair amount of logistical and legal considerations to work through. DNV are currently researching the possibility of this program for the community including the legal risks and liabilities, and will report back to Council with their findings. General discussion by the Board with positive support for a barrier-free and convenient transportation option for patrons. No further comments on this potential program

MOVED by Barb Lawrie and SECONDED by Valerie Dong

THAT the Library Board support a cargo and utility e-bike lending program developed and funded by the District of North Vancouver and facilitated by North Vancouver District Public Library, to be launched in 2023. (23-04-10)

MOTION CARRIED

- 6. PRESENTATION – Library Services Platform (LSP)** - SB gave an overview of the Library Services Platform, a bundle of public-facing library-specific technology services. Our current related services are well past end-of-life, this initiative will leap-frog our digital environment into the current decade and integrate our online presence in a more streamlined fashion. Funding for the project has been approved by Council. The RFP has gone out to the public, has closed and submissions are under review. Query from the Vice-Chair about the number of vendors out there that can offer what the library needs. SB responded that it is only a handful. Query from trustee about Implementation of the new system and if the vendor will be supporting the training of staff on the new system. SB confirmed the vendor will do the training on the new system and will assign a project manager specific to our library. There will also be a communications strategy for our patrons with this change. Query from trustee if this will be a phased roll-out or all at once. SB confirmed this will be all at once. No further queries on this item.

7. STANDING ITEMS

7.1. Updates – Committees

1. Finance and Audit – *met April 20, 2023* - Appointed the Chair, reviewed TOR, SOFI, Financial Statements and annual donations report. Q1 operations report to come at a later date to the Board via email.
2. Governance – *met March 23, 2023* – Appointed the Chair, reviewed TOR, strategic planning this year will be a large body of work for the committee.
3. Human Resources – *met March 16, 2023* – Appointed the Chair, reviewed TOR, B-OHS-04 policy and the in-camera portion of tonight’s meeting.
4. Advocacy – *next meeting June 22, 2023* – Appointed the Chair, reviewed TOR and discussed advocacy ideas. Next meeting, James Mitchell (JM) hoping to bring a

government engagement plan for all three levels of government for the replacement of the Capilano Library.

7.2 Updates – Affiliates

1. InterLINK – recruiting for a new director
2. Friends of the Library – next book sale end of May
3. Council – retirement of Andy Wardell, ebike cargo program, budget was approved.

8. IMPORTANT UPCOMING DATES

Trustees noted important upcoming date on the Agenda.

9. ADJOURN MEETING TO IN-CAMERA –7:07 PM

MOVED by Kristine Mactaggart Wright and **SECONDED** by Barb Lawrie

THAT the Regular Board Meeting of April 27, 2023 be adjourned to in-camera. (23-04-11)

MOTION CARRIED

Alan _____ JUNE 29/23
Library Board Chair Date

[Signature] _____ 29 June 2023
Director, Library Services Date

