

REGULAR MEETING of the NVDPL BOARD

THURSDAY, JUNE 29, 2023 – 6:00 PM

In-person, Lynn Valley Library, 2nd floor in the Learning Lab

MINUTES

ATTENDEES

Library Board

Kulvir Mann – Board Chair

James Mitchell – Vice Chair

Barb Lawrie – Trustee

Herman Mah – Council Representative

Kristine Mactaggart Wright – Trustee

Valerie Dong – Trustee

REGRETS

Gerald Baier – Trustee

Lara Greguric – Trustee

Ana Lopez – 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

Krista Scanlon – Manager, Collections Services

Guests

Mayor Mike Little

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:00 PM

Board Chair acknowledged that our libraries are located on the traditional territories of the Sk̓wx̓wú7mesh (Squamish), sə́lilwətaʔt/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̓əm (Musqueam) First Nations. Their ancestors have lived here for countless generations. We are grateful for the opportunity to connect community, share knowledge and inspire stories on unceded Coast Salish Territory.

2. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the Agenda.

MOVED by Barb Lawrie and SECONDED by James Mitchell

THAT the Agenda for the June 29, 2023 Regular Meeting of the Board be approved. (23-06-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report – Chair acknowledged and thanked Mayor Little for joining the meeting. Volunteer Social has been set for September 1, all Board members are welcome. MLAs have been contacted to visit our libraries and hope to have a time set up soon.

3.2 Director's Report – Library Director updated the Board that the second installment of the enhancement grant has not yet arrived but will update the Board when it has. Thanked the trustees who joined the Lynn Valley Day parade last weekend. Summer Reading Club has over

2600 children signed up so far, thanked the trustees and the Mayor for volunteering their time to help with sign-up. Director shared that NVDPL has won four ALA awards for PR, specifically for: the 2022 annual report, the welcome brochure, our caring community kits on climate change, & staff picks.

MOVED by James Mitchell and SECONDED by Herman Mah

THAT the reports be received by the Board. (23-06-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – *April 27, 2023*

4.2 Reports

4.2.1 Media Report

4.2.2 Board Action Items

4.2.3 Board Work Plan

4.2.4 2023 North Shore Writers Festival Summary

4.3 Correspondence

4.3.1 InterLINK Board Meeting Summary, May 30, 2023

4.3.2 Thank You Letter Minister, Anne Kang, Enhancement Grant

MOVED by Kristine Mactaggart Wright 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 – April 27, 2023 be approved; (23-06-03)

MOTION CARRIED

5. BOARD MOTIONS /DISCUSSIONS

- 5.1 **Meet with the Mayor** – His Worship, Mayor Mike Little (ML), DNV shared with the Board the top issues Council is working through, including transportation & housing. The primary focus is on a safe, clean and caring community in the District of North Vancouver. Pressure from the province to build at a faster pace, however, construction costs are higher than ever before making this a challenge. Mayor opened the floor to the Trustees for questions. Vice Chair asked about the possible replacement of Capilano Library. Mayor responded with various ideas based on two scenarios; keep the existing site or look at a new site within the neighbourhood. Chair asked what the next steps would be to move the process forward to get a new facility on the books. Mayor suggested the Board meet with Nicola Chevallier - Deputy GM, Operations and Facilities, DNV to discuss/review the asset management plan.

Trustee mentioned a recent article in The Walrus called ‘Have You Been to the Library Lately?’ centred around the socio-economical changes that have put new pressures on Library services and staff. Acknowledging that the Mayor has not read the article, Trustee asked his thoughts on how we equip and adjust funding for libraries to support this socio-economic shift. Mayor acknowledged this shift and the challenges our community is facing. Chair asked what the timeline is for completing the Breezeway refresh, which has a budget and a spending plan. The space has been retraumatizing for library staff and the community since the events of March 2021. Mayor said it is unknown at this time and suggested

reaching out to Real Estate & Properties for an update. Chair thanked the Mayor for spending time with the Board this evening. No motion for this item.

<<Mayor Mike Little left the meeting 6:50 pm>>

5.2 2024 – 2027 Strategic Plan Refresh – The Governance Committee Chair shared that after reviewing initial quotes from various consultants, the committee agreed to support the stability of the organization by doing a refresh of the current strategic plan rather than starting from scratch. The scope of work required by the consultant was reduced and new quotes were requested. A final review of these quotes has now taken place and the last phase to support the decision-making process is being completed by staff next week. Following this decision, the Board will be contacted to set a date for the Board and Exempt Staff workshop. Staff will work on a cost-effective location for the workshop once a date is set. No further queries for this item.

MOVED by James Mitchell and SECONDED by Valerie Dong

THAT the Board receive the 2024-2027 Strategic Plan Refresh report for information. (23-06-04)

MOTION CARRIED

5.3 LSP Vendor Recommendation – Sandi Burgess (SB) Manager, Welcoming Initiatives, gave an overview of the new system upgrades to replace the legacy system in current use. Trustee asked if DNV IT & Procurement staff were involved in the process. SB confirmed they have been actively involved and consulted on every step. Trustee query on the transition time from the old system to the new system. SB confirmed the transition is slotted for end of 2023 to the beginning of 2024 and will work closely with the vendor to make the transition as seamless as possible. Trustee query if patron services will be interrupted. SB responded that there will likely be 1 or 2 days of interruption, with a full change management process to support the communication of the change. Trustee query on vendor meeting privacy laws. Staff have completed detailed a Privacy Impact Assessment (PIA) for the vendor & product. Trustee asked if it would work with the new vending machine coming to Lynn Creek. SB confirmed it will. No further queries on this item.

MOVED by Barb Lawrie and SECONDED by Herman Mah

THAT the Library Board authorizes the Director of Library Services to purchase and make payment of up to \$275,000 in available capital funds for a Library Services Platform (LSP), including a discovery catalogue, events & promotional tools, and library website, from the software company Innovative Interfaces, Inc., as required under MG-FIN 12.4 (Purchasing & Payment Approval Authority). (23-06-05)

MOTION CARRIED

6. ADVOCACY COMMITTEE OF THE WHOLE

MOVED by Valerie Dong and SECONDED by James Mitchell

THAT the Board enter into the Advocacy Committee of the Whole. (23-06-06)

MOTION CARRIED

7. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Finance and Audit – next meeting July 27, 2023

7.1.2 Governance – met May 23, 2023

7.1.3 Human Resources – next meeting October 19, 2023

7.2 Updates – Affiliates

7.2.1 InterLINK – meeting summary included in the package.

7.2.2 Friends of the Library – May book sale, raised \$5,700, next one in the Fall and will do a call for donations for that one later.

7.2.3 Council – housing is the number one priority, last council meeting July 24, then summer break.

8. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda.

9. ADJOURN MEETING – 7:55 PM

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

THAT the Regular Board Meeting of June 29, 2023 be adjourned. (23-06-07)

MOTION CARRIED



Library Board Chair

OCTOBER 12 / 23

Date



Director, Library Services

28 Sep 2023

Date