

REGULAR MEETING of the NVDPL BOARD

THURSDAY, NOVEMBER 23, 2023 – 6:00 PM

In person, Lynn Valley Branch

MINUTES

ATTENDEES

Library Board

James Mitchell – Board Vice Chair

Gerald Baier – Trustee

Lara Greguric – Trustee

Barb Lawrie – Trustee

Herman Mah – Council Representative

Kristine Mactaggart Wright – Trustee

Valerie Dong – Trustee

Regrets

Kulvir Mann – Board Chair

Ana Lopez – Trustee

Library Staff

Jacqueline van Dyk – Library Director

Suzanne Hendriks – Executive Assistant

Meghan Crowe – Communications/Events Coordinator

Krista Scanlon – Manager, Collection Services

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

2. **ADOPTION OF AGENDA**

MOVED by Barb Lawrie and SECONDED by Gerald Baier

THAT the Agenda for the November 23, 2023 Meeting of the Board be approved. (23-11-01)

MOTION CARRIED

3. **REPORTS**

3.1 Chair's Report

Board Vice Chair's updated the trustees on various meetings with certain levels of government that he and the Chair have had. Encourages the Board to continue to advocate for a new Capilano Library as front and centre.

3.2 Director's Report

Library Director updated Board on Council approval of the accessibility plan. Held the launch reception for the 2023 local authors collection. Looking forward to connecting with staff at our annual staff, where William George from Tsleil-Waututh Nation will share stories and learning about the Nation.

MOVED by Valeries Dong and SECONDED by Kristine Mactaggart Wright

THAT the reports be received by the Board. (23-11-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

- 4.1.1 Approval of Regular Minutes of the Board – *September 28, 2023*
- 4.1.2 Approval of Special Minutes of the Board – *October 11, 2023*

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

4.3. Correspondence

- 4.3.1 InterLINK Net Provisions of Library Services

MOVED by Barb Lawrie and SECONDED by Gerald Braier

MOTION: 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 – September 28, 2023 and the special meeting of the Board on October 11, 2023 be approved.

(23-11-03)

MOTION CARRIED5. BOARD MOTIONS/DISCUSSIONS

5.1 Annual Review of Library Closure Dates for 2024 – The Director of Library Services reviewed the proposed closure dates for 2024, including an additional date in Spring 2024 for staff training. No queries on this item.

MOVED by Valerie Dong and SECONDED by Kristine Mactaggart Wright

THAT the Library Board approve the proposed 2024 closure dates and times;

AND THAT the Board approve two system-wide partial-day closures of the Library, for all-staff workshops, to be scheduled in Spring 2024 and December 2024 on dates that maximize staff attendance and minimize disruption to the public. (23-11-04)

MOTION CARRIED

5.2 Review Policies – I. The Director of Library Services reviewed the changes to B-OP-13 Regulation of Borrowing Privileges, Appendix A including a few additions for material of the new 3D printer in StoryLab. Query from Trustee about whether there should be a scanning fee. Suggestion to

have a donation jar instead. The Vice Chair noted that when fees are removed, it is very difficult to reintroduce this in the future. Query from Trustee on rates of meeting rooms versus the capacity of room. Likely due to the cost to maintain the space, not the capacity. No further questions on this item.

MOVED by Barb Lawrie and SECONDED by Kristine Mactaggart Wright

THAT the Library Board approve the updated edits on B-OP-13 Regulation of Borrowing Privileges Appendix A: FEES AND CHARGES.(23-11-05)

MOTION CARRIED

- II. The FAC Chair reviewed the changes to policy B-FIN-18 Banking, which is primarily housekeeping in nature and FAC recommends the Board approve the changes. No queries on this item.

MOVED by Lara Greguric and SECONDED by Barb Lawrie

THAT the NVDPL Board approve the revised Policy B-FIN-18 Banking.

5.3 2024-2027 Strategic Plan Update –The Governance Committee Chair gave an update on the process for the refreshed strategic plan and noted that there is a delay due to consultants deliverables. The Director of Library Services confirmed we are on track to present the refreshed plan to the Board in the January 2024 meeting. Query on what happens once a draft comes in and what will the process be to provide feedback. The Director of Library Services confirmed that once the draft actions and goals come in, it will then be word-smithed internally and staff will be solicited for further feedback. Following this, it will be presented to the Governance Committee and then the Board. No further queries on this item.

MOVED by Barb Lawrie and SECONDED by Valerie Dong

THAT the NVDPL Board receive the 2024-2027 Strategic Plan process update for information. (23-11-06)

MOTION CARRIED

6. ADVOCACY COMMITTEE OF THE WHOLE

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

7. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Finance and Audit – met on November 2, 2023 with their work in tonight’s package.

7.1.2 Governance – last met on November 9, 2023.

7.1.3 Human Resources – Meeting on December 12, 2023 to review policies and the annual review of the Director of Library Services.

7.1.4 Advocacy – no updates

7.2 Updates – Affiliates

7.2.1 InterLINK – A new executive director has come in the last 4-5 months. Current challenge is that there is much turnover on the Board, and looking for ways to have more stability.

7.2.2 Friends of the Library – Last book sale in October raised over \$6,600, one of the highest sales on record.

7.2.3 Council – Capilano library replacement is on staff's radar. 2025 financial report showing increase in property taxes. DNV Staff have asked that no new capital cost be brought forward so finances can be balanced.

8. IMPORTANT UPCOMING DATES

Chair noted important upcoming dates on the Agenda.

9. ADJOURN– 6:51 PM.

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

THAT the Regular Board Meeting of November 23, 2023 be adjourned. (23-11-11)

MOTION CARRIED



Library Board Chair

JAN. 25/24

Date



Director, Library Services

Jan 25/24

Date