

REGULAR MEETING NVDPL BOARD

THURSDAY, JANUARY 22, 2015 – 7:00 PM
Lynn Valley Library – Boardroom
Suite 300-1277 Lynn Valley Road, North Vancouver, BC



MINUTES

PRESENT

Library Board

Matt DeBock – Chair
Ken Lim – Vice-Chair
David Porter – Trustee
James Hanson – DNV Council Representative
Linda Munro – Trustee
Lucy Cayuela – Trustee
Mark Jefferson - Trustee

Management/Staff

Jacqueline van Dyk – Director, Library Services
Andrea Freeman – Manager, Welcoming Initiatives
Corinne McConchie – Manager, Collections Mgmt. & Access
Madeline Kozak – Communications/Events Coordinator
Nicola McLaren – Business Manager
Leanne Erickson – Executive Assistant (recording)

Guest

David Stuart – Chief Administrative Officer, DNV

REGRETS

Frank Sullivan – Trustee
Sanford Osler – Trustee

1. DIRECTOR WELCOMED ATTENDEES AND CALLED MEETING TO ORDER – 7:04 PM

2. ELECTIONS AND APPOINTMENTS

1. Election of Board Chair

The Director conducted the election process for the position of Library Board Chair. As per Board established process, nominations and votes were conducted by ballot. After ballots were submitted, library staff members Nicola McLaren and Madeline Kozak exited the room to perform the duties of the “Tellers Committee”. The nominations for Chair were Sanford Osler, Matt DeBock, and Lucy Cayuela. Lucy Cayuela declined the nomination.

Matt DeBock was elected as the Board’s 2015 Library Board Chair. Trustee Matt DeBock assumed the position of Chair.

2. Election of Vice-Chair

Board Chair Matt DeBock conducted the election process for Library Board Vice-Chair, using the established ballot process. The nominations for Vice-Chair were David Porter, Ken Lim, and Frank

Sullivan. A motion was required to waive the two term re-election limitation for Frank Sullivan to be eligible for the position of Vice-Chair.

MOVED by Lucy Cayuela and SECONDED by Linda Munro

THAT the Board waives the two year re-election limitation to allow Frank Sullivan to be eligible for re-election to Vice-Chair. (15-01-001)

MOTION CARRIED.

Ken Lim was elected as the Board's 2015 Library Board Vice-Chair.

MOVED by David Porter and SECONDED by Ken Lim

THAT the ballots for the 2015 election of Board Chair and Vice-Chair be destroyed. (15-01-002)

MOTION CARRIED.

3. Appointments

1. Standing Committees

The Board made the following appointments for the 2015 term:

Finance and Infrastructure:

David Porter, Frank Sullivan, Jim Hanson, Ken Lim,
Matt DeBock (ex-officio), Jacqueline van Dyk (ex-officio)

ACCEPTED.

Governance, Risk Management & Planning:

David Porter, Jim Hanson, Linda Munro, Sanford Osler
Matt DeBock (ex-officio), Jacqueline van Dyk (ex-officio)

ACCEPTED.

Human Resources

Lucy Cayuela, Mark Jefferson, Matt DeBock

ACCEPTED.

2. InterLINK Board

Ken Lim, David Porter (Alternate)

ACCEPTED.

3. BCLTA Representative

Lucy Cayuela

ACCEPTED.

3. ADDITIONAL ITEMS FOR AGENDA

No additional items to add.

MOVED by David Porter and SECONDED by Linda Munro

THAT the Agenda be adopted. (15-01-003)

MOTION CARRIED.

4. REPORTS

1. Board Chair

Nothing to report.

2. Financial – YTD November 2014

Nicola McLaren reported that as per the action item from the November 13th Board meeting, the Financial Report now includes the current month (above/below budget), year to date (above/below budget), and budget variation projection to year end.

MOVED by Mark Jefferson and SECONDED by Lucy Cayuela

THAT the Finance Report – YTD November 2014 be accepted. (15-01-004)

MOTION CARRIED.

5. CONSENT AGENDA

MOVED by Ken Lim and SECONDED by Mark Jefferson

THAT the Consent Agenda be approved;

AND THAT the Regular Minutes of the Board – November 13, 2014 and the Special Minutes of the Board – December 13, 2014 are approved. (15-01-005)

MOTION CARRIED.

6. BOARD ACTION ITEMS

1. Motion Required

1. Library Director's Goals for 2015

Jacqueline van Dyk presented the Board with a report on the 2015 Annual Goals. These goals are guided by the Strategic Framework and informed by organizational needs and requirements. They are also a key component to inform the Board's annual assessment of the Director's performance. The Board expressed their approval of the goals as presented.

MOVED by Mark Jefferson and SECONDED by Linda Munro

THAT the Board support the 2015 Annual Goals of the Library Director. (15-01-006)

MOTION CARRIED.

2. Proposed Operational Policy 3.5 – Services

The Board was presented with an updated Policy 3.5 – Services and was asked for a motion to adopt. The Board expressed approval for the Policy update as written.

MOVED by Lucy Cayuela and SECONDED by Mark Jefferson

THAT the revised Operational Policy 3.5 – Services, be adopted. (15-01-007)

MOTION CARRIED.

3. Change Recommendation to Finance Policy 6.3 – Approvals

The Board was asked to update Policy 6.3 to establish a more efficient threshold for expenditures requiring a Library Purchase Order. This change has been discussed, reviewed and approved by the District’s CFO. The Board expressed approval for the Policy update as written.

MOVED by David Porter and SECONDED by Lucy Cayuela

THAT Finance Policy 6.3 – Approvals be updated as proposed to increase the Library Purchase Order threshold from \$50 to \$500 and to provide an interim policy update that reflects the DNV’s Purchasing, Equipment and Supplies Administrative Policy. (15-01-008)

MOTION CARRIED.

4. 2015 Board Meeting Schedule

The Board was presented with a proposed schedule for the 2015 Regular Meetings of the NVDPL Board that reflected the adopted change to hold them on the 4th Thursday of the month. Two decision points were required with setting the dates: summer meeting, and Christmas social event.

Due to varying availability of Board members, a decision was made to not hold a meeting during July or August of the 2015 term. A decision for the Christmas social event will need to be discussed at the next regular meeting of the Board.

ACTION: Staff will amend the schedule for the 2015 Regular Meetings of the Board to reflect the omission of a meeting in July or August of the 2015 term.

MOVED by Mark Jefferson and SECONDED by Linda Munro

THAT the Board approves the schedule for the regular meetings of the NVDPL Board for the 2015 term, as revised. (15-01-009)

MOTION CARRIED.

5. 2015 Library Closure Dates

The Board was asked to review and grant approval for the 2015 closure dates, including the “grace and favour” early closures. Closure dates are determined by patron demand, budget and the terms of the Collective Agreement. The Board expressed their approval of the 2015 closure dates, as presented.

MOVED by David Porter and SECONDED by Ken Lim

THAT the Library Board approve the 2015 closure dates;

THAT the Board approve the Christmas Eve and New Year’s Eve “grace and favour” early closures;

AND THAT the Board approve a system-wide closure of the library for a half day on Tuesday, December 8, 2015, for an all staff workshop. (15-01-010)

MOTION CARRIED.

6. 2015 Auditor Appointment

The Board was asked to appoint KPMG Enterprise as an external auditor for the Library financial statements for the year ended December 31, 2014.

MOVED by Lucy Cayuela and SECONDED by Ken Lim

THAT KPMG Enterprise be appointed as auditor for the December 31, 2014 financial statements of NVDPL. (15-01-011)

MOTION CARRIED.

7. BCLTA Trustee Orientation Program

The BC Library Trustee Association offers a newly-revamped Trustee Orientation Program which NVDPL can host. Full Board participation will foster shared understandings of the Board’s context and roles and support the success of new and continuing trustees. Inclusion of other North Shore trustees would support relationship-building and knowledge sharing between libraries.

The Board was asked to choose between the proposed dates of February 21st or 28th. As these dates did not work for all, a decision was made to poll the full board with some other alternative options.

ACTION: Jacqueline van Dyk will canvas additional dates for TOP Training from BCLTA; Leanne Erickson will send a poll to the full board to select the date of the training session.

MOVED by Lucy Cayuela and SECONDED by Mark Jefferson

THAT the NVDPL host a BCLTA Trustee Orientation Program workshop for full Board attendance with the Library Director. (15-01-012)

MOTION CARRIED.

<7:55pm – District CAO, David Stuart arrived.>

7. STRATEGIC DISCUSSION

1. Overview of the Relationship/Proposed Collaboration Agreement

Guest: David Stuart, DNV CAO

The District's Chief Administrative Office, David Stuart presented on the relationship and development of a collaborative agreement between the DNV and the Library. He also provided information on the role of Chief Financial Officer, Nicole Deveaux.

Key points raised by CAO David Stuart:

- DNV and the Library are partners in delivering an important community service. We have a long history of working together.
- DNV is taking a stronger role with regards to library (financial?) oversight by developing a collaboration agreement and encouraging a closer relationship between the Library and Council
- Council and DNV staff are here to assist the Library with obtaining its goals; there is no intention of trying to shape how the Library works
- We have a fantastic library system that is appreciated by community, and we recognize that the world is changing
- It is in the library's interests to have a robust policy framework; the CAO's advice is to "make policies your own"
- As the Board-appointed CFO, Nicole Deveaux works with both Library Board and Management; the primary role of the CFO is the audit function and annual reporting

Board Chair Matt DeBock inquired about the DNV's desired outcome of the policy refresh project. CAO David Stuart stated that following the policy refresh, he anticipates the CFO's role will become smaller once she is confident that the library has completed and fully implemented new financial policies that ensure the safeguarding of financial assets.

8. STANDING ITEMS

1. Advocacy

Board Chair Matt DeBock briefly discussed the importance of advocacy and that the Advocacy Committee is a "committee of the whole". An advocacy workshop will be scheduled for the full board early in the term.

2. Updates - Committees

1. Governance

At the last meeting of the Governance Committee, the focus was on operational policies and Board development. The next meeting and election of the committee chair will be scheduled in February or March.

2. Human Resources

Trustee Lucy Cayuela reported that the main priority will be evaluating the performance of the library director at year end. The next meeting and election of the committee chair is to be determined.

3. Finance and Infrastructure

Nothing to report. The next meeting and election of the committee chair is to be determined.

3. Updates – Affiliates

1. InterLINK

Ken Lim reported that the last meeting for the InterLINK Board was in November 2014. At this meeting there was a proposal for leadership development for senior management with the InterLINK libraries at a cost of approximately \$65,000. After some discussion, a decision was made to request more information regarding the proposal and that they delay the vote until the February meeting.

MOVED by Ken Lim and SECONDED by Mark Jefferson

THAT the Board requests InterLINK is to provide more information on the training program for prospective directors;

AND THAT the Board recommends InterLINK delay approval of \$65K budget for said training until their next meeting in February. (15-01-013)

MOTION CARRIED.

2. Friends of the Library

Nicola McLaren reported that the FOL are currently on a membership drive, Madeline Kozak has been promoting for them, and that the next book sale is scheduled for the weekend of February 20th.

3. Council

Councillor Jim Hanson expressed that he was very pleased to be appointed to the Library Board and that he looks forward to being an advocate for NVDPL.

9. ADJOURN – 8:49 PM

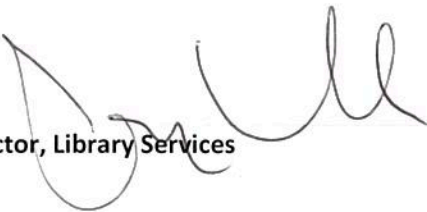
MOVED by Lucy Cayuela and SECONDED by Mark Jefferson

THAT the regular meeting of the Library Board be adjourned. (15-01-014)

MOTION CARRIED.


Library Board Chair

Oct 22/15
Date


Director, Library Services

22 Oct 15
Date