

**REGULAR MEETING
NVDPL BOARD**



THURSDAY, September 24, 2015 – 6:00 PM
Lynn Valley Library – Boardroom
Suite 300-1277 Lynn Valley Road,
North Vancouver, BC

MINUTES

PRESENT

Library Board

Ken Lim – Vice-Chair
David Porter – Trustee
Linda Munro – Trustee
Mark Jefferson – Trustee
Sanford Osler – Trustee

Management/Staff

Jacqueline van Dyk – Director, Library Services
Corinne McConchie – Manager, Collections Mgmt & Access
Nicola McLaren – Business Manager
Andrea Freeman – Manager, Welcoming Initiatives
Barbara Kelly – Manager, Community Engagement
Meghan Crowe – Communication/Events Coordinator
Jane Dew – Administrative Assistant (recording)

REGRETS

Matt DeBock – Chair
Doug MacKay-Dunn – Trustee / Council Representative
Frank Sullivan – Trustee
Lucy Cayuela - Trustee

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

2. VICE CHAIR CALLED FOR ADVOCACY COMMITTEE MEETING

MOVED by Linda Munro and SECONDED by Ken Lim

THAT the meeting move to the ADVOCACY COMMITTEE of the whole

MOTION CARRIED.

<Barbara Kelly and Meghan Crowe left the meeting at 6:30pm>

Vice Chair called for meeting to move back to regular Board Meeting – 6:35 PM

MOVED by Ken Lim and SECONDED by David Porter

**THAT the ADVOCACY COMMITTEE MEETING of the whole stand down AND the meeting
move to the regular Board Meeting**

MOTION CARRIED.

Advocacy Committee Chair, David Porter, reported on the Committee's discussions.

3. ADDITIONAL ITEMS FOR AGENDA

There were no additional items for the agenda.

4. REPORTS

1. Board Chair

There was no Board Chair report since the Chair, Matt DeBock, was away.

2. Director's Report

Director Jacqueline van Dyk commented on the role of the Library during the recent storm. Discussion followed on how the Library would be involved during an emergency in the District. Other updates:

- The Executive Assistant and Manager of Innovation and Learning positions should be filled in the next few weeks.
- The 2014 Annual Report will be presented to the Board at the October 22nd meeting.
- October is Library Month and there will be a number of events and activities in the Library during this period, including the Mayor's reading of the Proclamation.
- The Lynn Valley branch will be a location for the North Shore Breast Feeding Challenge on October 3rd.
- The Library received a large donation to be used for specific library materials.

3. Financial Report

Nicola McLaren discussed the results for the 2nd quarter which was presented at the September 8th, 2015 Finance and Infrastructure Committee (FIC) meeting. The Board agreed the new format of the report is much clearer. Nicola McLaren mentioned that there are some distortions in the document due to Provincial Grant revenue received as a lump sum payment and one-time only digital and licensing expenses.

A surplus is currently forecasted due to salary vacancies. Discussion followed.

5. CONSENT AGENDA

MOVED by Sanford Osler and SECONDED by David Porter

**THAT the consent agenda be adopted;
AND THAT the regular minutes of the Board – July 23, 2015 are approved.**

MOTION CARRIED.

2. Reports

1. Library Report

- Received for information

2. Media Report

- Received for information

6. BOARD ACTION ITEMS

1. Motions Required

1. Human Resources Policies Update

Trustee, Mark Jefferson updated the Board on the progress of the HR Committee. At its last meeting five policies were reviewed and three of those were finalized with their accompanying management guidelines.

MOVED by Mark Jefferson and SECONDED by Linda Munro

THAT the Board approve and adopt the following Human Resources policies:

- B-HR-03 – Exempt Staff Acting in a Senior Capacity
- B-HR-05 – Exempt Staff – Overtime
- B-HR-14 – Conflict of Interest

MOTION CARRIED

2. Operating Policies Review

Director Jacqueline van Dyk presented background information regarding revised operating policies and accompanying management guidelines.

MOVED by Sanford Osler and SECONDED by Linda Munro

- **THAT the Board approve and adopt B-OP-08 Community Information AND that it replace the current policy 3.10 Non-Library Advertising and Distribution of Free Material**

- **THAT the Board approve and adopt B-OP-10 Public Internet Access and Computer Use AND that it replace the current policy 4.2 Public Internet Access and Computer Use**
- **THAT the current Operating Policy 3.14 – Public Internet Usage Limits and Time-Out Software be removed from the Board Policy in lieu of MG-OP-10.1 Public Internet Usage Limits**

MOTION CARRIED

3. Trustee Development Policy Update

Trustee Sanford Osler outlined the change in wording to the Trustee Development Policy.

MOVED by Ken Lim and SECONDED by David Porter

THAT the Board approve and adopt B-BD-06 Trustee Development Policy AND that it replace the earlier version numbered 5.6

MOTION CARRIED

4. Disbursements from Donations and Grants

Nicola McLaren explained that this is an interim measure to allow the Director of Library Services to approve expenditures of less than \$5,000 from donations and grants. This allows staff to pay invoices for materials funded from donations or grants. Trustee, David Porter, added that FIC discussed and supports this measure. A final policy will be presented to the Board in a few months.

MOVED by David Porter and SECONDED by Linda Munro

THAT the Director of Library Services be authorized to approve expenditures from donations and grants up to \$5,000.

MOTION CARRIED

5. First Nations Territory Protocol Recommendation

Following discussion, the Board endorsed the practise of recognizing, where appropriate, the shared traditional territory of the Squamish and Tsleil-Waututh First Nations on which a Library meeting/event/program is taking place.

6. North Shore Community Fund Donation

Nicola McLaren explained the background to the North Shore Community Foundation which maintains an endowment fund for the Library. At the September 16th 2015 FIC meeting, a motion was passed to allow the interest earned in this fund to be added to the Library's unspecified donations.

MOVED by David Porter and SECONDED by Linda Munro

THAT the interest earned on the Library's funds held by the North Shore Community Foundation be added to the general (unspecified) donation pool of the Library.

MOTION CARRIED

7. DISCUSSION ITEMS

1. Direction Regarding HR policies

Trustee, Mark Jefferson, asked the Board for input on the following draft HR policies to take to the HR Committee:

- B-HR-09 – Appointment of Director of Library Services
- BG-HR-09 – Appointment of Director of Library Services
- B-HR-10 – Annual Review of Director
- BG-HR-10 – Annual Review of Director

Discussion ensued on some aspects of wording. Trustee, Mark Jefferson, asked the Board to forward their comments to the HR Committee. Trustee, Sanford Osler, proposed an annual timeline for key dates and events that have to be completed by the Board. This idea was well received by other trustees at the meeting.

Action: Director Jacqueline van Dyk to present a draft timeline outlining the Board's annual cycle of key dates and events at the upcoming Board retreat.

2. NVDPL/NVCL Joint Initiatives: Next Steps

Consensus regarding three priority areas of collaboration were developed at the joint board meeting on June 25th, 2016: efficiencies/effectiveness, fundraising, and customer access between the two library systems.

MOVED by Linda Munro and SECONDED by David Porter

THAT the Board direct the Library Director to include joint NVCL/NVDPL initiatives in the 2016 Work Plan, working in collaboration with the NVCL Chief Librarian.

MOTION CARRIED

3. Board 'mini strategies' Retreat Update

Saturday November 7th, 2015 is the proposed new date for the retreat. Those not present at the Board meeting will be polled. Discussion continued around topics for the retreat that would focus on smaller key issues that align with the Library's Strategic Plan.

Action: Director Jacqueline van Dyk will confirm DNV council meeting dates in preparation for Board discussion on the upcoming joint DNV/Board check-in meeting.

4. Collaboration Agreement joint DNV/Board check-in meeting re. October 22

The Board discussed the agenda for the October 22nd DNV/Board meeting, as prescribed in the Collaboration Agreement. There was agreement to focus on areas of mutual interest and relationship-building between the Library and DNV; specifically, to provide a status update on the policy work and to highlight accomplishments of the Library. Director, Jacqueline van Dyk, will be meeting with the DNV next week to brief the CAO and CFO on the Board's direction for the meeting. Trustee, Mark Jefferson suggested that the Board Committee Chairs report to Jacqueline with an update from their committees that will support her preliminary discussion with the DNV.

Action: Director Jacqueline van Dyk will coordinate the details for the Board's "status update" presentation.

5. Trustee Recruitment

Trustee, Sanford Osler outlined the process of trustee recruitment and asked that the Board, Management and Staff promote the Trustee Open House on Wednesday October 14th at 6pm. Three new trustees are needed, preferably with an entrepreneurial, legal or financial background. Vice Chair, Ken Lim, suggested that the list of Library stakeholders is used to target trustee recruitment.

Action: Director Jacqueline van Dyk to email Board members the Trustee Open House poster so it can be forwarded on to potential candidates.

8. STANDING ITEMS

1. Updates – Committees

1. Governance

Trustee, Sanford Osler reported that the Trustee Self-Assessment survey will be available online next month for the Board to complete. Sanford proposed that the Governance Committee discuss the results of the survey at the next Board meeting in October.

The Governance Committee's next meeting is tentatively Wednesday November 25th.

2. Human Resources

HR Committee will meet in November and there are two policies to review. The meeting date has yet to be confirmed.

3. Advocacy

The Advocacy Committee reported earlier in meeting.

4. Finance and Infrastructure

Nicola McLaren reported that Internal Auditor Rita Bittel will be performing an internal payroll audit this Fall.

Revised Financial Expenditure policies will be presented at the next Board meeting.

2. Updates – Affiliates

1. InterLINK

Nothing to report

2. Friends of the Library

Nicola McLaren reported that the next book sale will be held from October 23rd to 25th.

Andrea Freeman has suggested to the Friends that they consider the idea of holding smaller, targeted book sales, for example, children's books, mystery titles.

The Library hopes to approach the Friends regarding donations for furniture for the new Teen space.

The Friends have a few vacancies on their executive. Nicola suggested that Board members keep this in mind when approaching people about the trustee positions.

3. Council


Nothing to report.

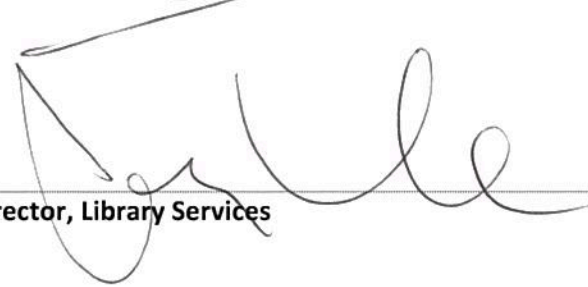
9. ADJOURN TO IN-CAMERA – 8:35 PM

MOVED by Mark Jefferson and SECONDED by Sanford Osler:

THAT the Board adjourn the regular meeting and move into in-camera for the purpose of discussing employee management relations matters.

MOTION CARRIED.


Library Board Chair _____ Date 22 Oct 15


Director, Library Services _____ Date 22 Oct 15