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## REGULAR MEETING of the NVDPL BOARD

THURSDAY, OCTOBER 26, 2017 – 6:00 PM

Lynn Valley Library – Program Room, 1<sup>st</sup> Floor  
1277 Lynn Valley Road, North Vancouver, BC

# MINUTES

### ATTENDEES

#### Library Board

Mike Little – Chair  
Jim Hanson – Trustee / Council Rep.  
Kristine Mactaggart Wright – Trustee  
Mark Jefferson – Trustee  
Colleen MacMillan – Trustee  
Allison Rzen – Trustee  
Phil Webber – Trustee

#### REGRETS

Linda Munro – Vice Chair  
Lara Greguric – Trustee

#### Library Staff

Jacqueline van Dyk – Director of Library Services  
Sarka Navratil - Executive Assistant  
Deborah Hudson –Business Manager  
Meghan Crowe – Communications/Events Coordinator  
Alison Campbell – Manager, Community Connections  
Adam Farrell – Manager, Innovation & Learning  
Krista Scanlon – Manager, Collection Services

#### GUESTS

Andy Wardell – DNV, Acting Chief Financial Officer

#### REGRETS

Rick Danyluk – Manager, Financial Planning

1. WELCOME AND CALL MEETING TO ORDER – 6:11 PM
2. ADOPTION OF AGENDA

**MOVED by Allison Rzen and SECONDED by Phil Webber**

**THAT the agenda for October 26, 2017 Meeting of the Board be approved. (17-10-01)**

**MOTION CARRIED**

### 3. STANDING REPORTS

The Chair requested that the Director’s Report be presented first.

#### 1. Director’s Report

The Director welcomed new Executive Assistant, Sarka Navratil. She also spoke to the success of the recent Human Book event and provided an update on a recent incident in the Library. Phil Webber, Allison Rzen and the Director reported on a recent one-day library conference they attended with futurist, Daniel Burrus, hosted by Fraser Valley Regional Library.

## **2. Chair's Report**

The Chair met with CAO David Stuart to discuss the Interim Collaboration Agreements. He also met with Deputy Municipal Clerk Linda Brick to discuss a proposed Code of Conduct for Library Board members. As advised, the Chair is now following up directly with Mayor and Council.

## **3. Business Report**

No report.

## **4. CONSENT AGENDA**

### **1. Operational Approval**

**MOVED** by Kristine Mactaggart Wright and **SECONDED** by Mark Jefferson

**THAT the consent agenda be adopted;**

**AND THAT the minutes of the regular meeting of the Board – September 28, 2017 be approved.** (17-10-02)

**MOTION CARRIED**

## **2. Reports**

1. Media Report
2. Q3 2017 Library Director's Work Plan Report
3. Q3 2017 Library Operations Report
4. Q3 2017 Library Financial Operations Report
5. Q3 2017 Board Work Plan Report

Received for information.

## **3. Correspondence**

1. BCLTA Bulletin: October 2017
2. Letter to Mayor Walton

Received for information.

## **5. DISCUSSIONS/MOTIONS**

### **1. 2018 Budget – Approval Update**

Acting CFO Andy Wardell updated the Board on the 2018 Budget process. The Board's Finance and Infrastructure Committee (FIC) will meet on November 15, 6-8 pm, to review budget submissions and to make recommendations to the Board.

**ACTION: FIC meeting package to be sent to all trustees before the FIC meeting.**

## **2. StoryLab Business Plan**

Director of Library Services Jacqueline van Dyk walked the Board through the StoryLab project business plan, subject to the District Council approval, pending approval of the Board. Discussion ensued about the background and implementation of the project and ongoing operating costs. Suggestions arose on how to best implement the project: clarification of the staffing levels and skills, operating hours, copyright and licensing issues, equipment obsolescence, and potential partnerships with students. Concerns were expressed regarding the need for adequate staffing levels.

**MOVED by Colleen MacMillan and SECONDED by Kristine Mactaggart Wright**

**THAT the NVDPL Board supports and endorses the development of the StoryLab Digital Creation Studio and Learning Lab for a one time capital cost of \$305K and with \$150K of additional operating cost on an annual basis, as presented. (17-10-03)**

**MOTION CARRIED**

## **3. Policy Update – Financial Statement Auditors**

Acting CFO Andy Wardell explained Council's process for appointing an external auditor, and recommended changes to the Library's Policy to clarify the Library's responsibility in this process.

**MOVED by Phil Webber and SECONDED by Allison Rzen**

**THAT, in step with DNV Council and as per NVDPL Policy B-FIN-02, the Board approve the appointment of KPMG as the external auditor of the North Vancouver District Public Library for a 5-year period beginning in 2017; and**

**THAT the Board receive and approve the proposed changes to Library Policy B-FIN-02 FINANCE – FINANCIAL STATEMENT AUDITORS, as amended. (17-10-04)**

**MOTION CARRIED**

## **4. Policy Update – Procurement Other than Library Collections**

Acting CFO Andy Wardell described a process that the Library and Finance staff are collaborating and testing how policy guideline MG-FIN-12.2 Procurement: Other than Library Collection Materials and Resources functions as it relates to contracts greater than \$25,000 and in conjunction with other related policies and procurement practices. Arising from this review the FIC

will be working with management to bring back to the Board some policy recommendations that will both clarify and strengthen this policy.

#### **5. Policy Update – Board and Staff Travel & Other**

Acting CFO Andy Wardell brought forward recommendations regarding changes to current and new policies related to Board and Staff Travel and Other Expenses.

**MOVED by Allison Rzen and SECONDED by Phil Webber**

**THAT Policy 6.7 – MEMBERSHIPS be removed and replaced with a standard business process for managing memberships as a budget line item under the Director of Library Services; and**

**THAT Library Policy B-FIN-25 – BOARD AND STAFF EXPENSES be approved and adopted; and**

**THAT Management Guideline MG-FIN-25.0 be received; and**

**THAT the current and dated Policy 6.8 – EXPENSE ALLOWANCES be removed. (17-10-05)**

**MOTION CARRIED**

Trustee Mark Jefferson extended a thank you for the collaboration shown between the Library Board and the DNV. Further, Trustee Mark Jefferson extended a thank you to the Acting CFO Andy Wardell for his contribution as a liaison.

*<<5 minute break at 8:10 pm>>*

*<<Jim Hanson departed at 8:15 pm>>*

#### **6. Policy Revisions:**

Acting FIC Chair Allison Rzen reported that FIC again reviewed and made further draft edits to these policies and are now recommending their adoption.

**MOVED by Allison Rzen and SECONDED by Phil Webber**

**THAT the proposed changes to existing Library Policy B-FIN-10 – INSURANCE are approved and adopted; and**

**THAT the new Library Policies B-FIN-01 – ACCOUNTING; B-FIN-04 – TANGIBLE CAPITAL ASSETS; B-FIN-14 – EQUIPMENT LEASES; and B-FIN-18 – BANKING are approved and adopted. (17-10-06)**

**MOTION CARRIED**

**7. Board Resolution for Single Source Purchase**

The Board discussed the proposed combined purchase of PCs and monitors, requiring Board approval.

**MOVED by Colleen MacMillan and SECONDED by Mark Jefferson**

**THAT the Library Board approve the Library single source purchase of over \$100,000 in computer equipment based on the ability to piggyback on the prices obtained by the District of North Vancouver in a formal RFP (DNV RFP.012.17) process, and using existing funds designated in the Library Capital Budget for such purpose. (17-10-07)**

**MOTION CARRIED**

**6. STANDING ITEMS**

**1. Updates – Committees**

**1. Finance and Infrastructure**

Committee met in October. Next meeting in November to finalize 2018 budget requests.

**2. Governance**

Met Oct. 23. Reviewed memo sent to the Advisory Oversight Committee of Council summarizing recommended appointments to the North Vancouver District Public Library Board for 2018-2019.

**3. Human Resources**

Awaiting results of Doodle Poll. HR Committee Chair requested the addition of Saira Walker, Manager Human Resources at DNV.

**2. Updates – Affiliates**

**1. InterLINK**

No meeting.

**2. Friends of the Library**

The recent Friends' Book Sale raised \$5,700, which exceeds the amount raised at last October's sale. Inclement weather and the Friday school closure were contributing factors to its success.

3. Council

No report.

7. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates listed in the Agenda.

8. ADJOURN – 8:36 pm

**MOVED** by Kristine Mactaggart Wright

**THAT the October 26, 2017 Board meeting be adjourned.** (17-10-08)

**MOTION CARRIED**

Board Chair 

11/23/17  
Date

Director, Library Services 

23 Nov 2017  
Date