

REGULAR MEETING of the NVDPL BOARD

THURSDAY, NOVEMBER 25, 2021 – 6:00 PM

Zoom Video Conference

MINUTES

ATTENDEES

Library Board

Lara Greguric – Board Chair
Kulvir Mann – Vice Chair
Megan Curren – Council Representative
Ana Lopez – Trustee
Barb Lawrie – Trustee
James Mitchell – Trustee
Kristine Mactaggart Wright – Trustee

REGRETS

Valerie Dong – Trustee
Gerald Baier – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Suzanne Hendriks – Executive Assistant
Sandi Burgess – Manager of Welcoming Services
Krista Scanlon – Manager, Collections Services
Alison Campbell – Manager of Community Connections
Megan Crowe – Communications and Events Coordinator
Deborah Hudson – Business Manager

GUESTS

Rick Danyluk – Deputy GM, Finance and Deputy CFO, DNV
Elio Iorio – Manager of Financial Services, DNV

REGRETS

Andy Wardell – General Manager-Finance and CFO, DNV

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

Board Chair acknowledged that our libraries are located on the traditional ancestral and unceded territories of the Skwxwú7mesh (Squamish), and sə́lilwətaʔ4/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̓əm (Musqueam) First Nations, whose ancestors have lived here for countless generations as thoughtful and caring stewards of these lands and waters. Board chair is personally grateful for the opportunity to connect, share, and inspire on this unceded Coast Salish Territory.

2. **ADOPTION OF AGENDA** – Trustee requested MG-OHS-01.1 Substance Abuse in the consent agenda be discussed in the Director's report. Board Chair requested a motion to adopt the Agenda with the amendment.

MOVED by Kulvir Mann and **SECONDED** by Kristine Mactaggart Wright

THAT the Agenda for the November 25, 2021 Meeting of the Board be approved as amended. (21-11-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report

Board Chair gave congratulations to Vice Chair, Kulvir Mann for appointment as Board Chair of the North Vancouver School Board. Noted the congratulatory letters in the consent agenda to the re-elected MPs. Library Board Chair has attended multiple Committee meetings over the Fall.

3.2 Director's Report

The Library Director's update included:

- Director clarified Trustee's question as to why there was an update to MG-OHS-01.1 Substance Use Management Guideline, located in the consent agenda. The District (DNV) made updates to their own policy when cannabis legislation changed. This guideline now aligns with DNV. No further comments/queries on this item.
- MG-OHS-01.5 Mandatory COVID-19 Vaccination Management Guideline went to Library staff, this past week. A copy will be included in the January 2022 Board package. Preliminary survey results for voluntary disclosure of vaccination show high vaccine rates among Library staff.
- Lynn Valley's Children's department columns have begun the transformation into trees. The Friends of the Library are funding this project. As the project expands, the Director will update the Board, particularly as we may reach budget approval thresholds for spending donated funds.

Query from Trustee on timeline for employees to show proof of vaccination. Director responded employees have two months to show proof of vaccination, plus up to a maximum of an additional six months (including unpaid leave from work) to show compliance.

MOVED by Barb Lawrie and SECONDED by Ana Lopez

THAT the reports be received by the Board. (21-11-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

- 4.1.1 Approval of Regular Minutes of the Board – *September 23, 2021*

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 2021 Director Quarterly Report
- 4.2.6 Q3 2021 Library Operations Report
- 4.2.7 KPMG Audit Planning Report
- 4.2.8 MG-OHS-01.1 – Substance Use

4.3. Correspondence

- 4.3.1 Letter to MP Beech
- 4.3.2 Letter to MP Wilkinson

MOVED by Megan Curren and SECONDED by Kulvir Mann

THAT the Consent Agenda be adopted and the Reports and Motions contained therein be received for information;

AND THAT the Minutes of the regular meeting of the Board – September 23, 2021 be approved. (21-11-03)

MOTION CARRIED

5. BOARD MOTIONS/DISCUSSIONS

5.1 Review Proposed 2022 Capital & Operating Budget Submissions – Rick Danyluk (RD) – Deputy GM, Finance and Deputy CFO, DNV reviewed the proposed draft 2022 project budget, which was brought forward to the Finance and Audit Committee at their November 10, 2021 meeting. Discussion at that meeting with the DNV facility group regarding approximately \$10M in improvements planned to renew infrastructure and reimagine the Library’s spaces (requests subject to funding). Discussion about development funding and potential to reallocate some limited Community Amenity Contribution (CAC) money in future if needed to move projects forward financially for the Library. Investments for 2022 include increase demand on the technology team, express Library opening in Lynn Creek, ‘Foyer’ upgrade in Lynn Valley. Board should note the ‘Foyer’ may or may not be in the Library budget, still subject to allocation.

Operating budget submissions have been submitted and meet required guidelines. At this time, the operating budget materials will be ready for the Board’s review in January. RD outlined the process for new operating budget requests. If requests are one-time in nature, and they relate to the Strategic Plan, there is a provision to fund these with the Library’s surplus. No comments/queries noted for this agenda item.

Action: Staff to schedule meetings with FAC and the Board in January 2022 to review and approve the Operating budget for 2022.

MOVED by Barb Lawrie and SECONDED by Megan Curren

THAT the Board approve the DRAFT 2022 Project Budget:

- **Project Budget (\$2.3 million), including new capital (\$1.2 million) and existing capital (\$1.1 million).**

AND THAT the Board receive the update on the 2022 Operating Budget submissions process. (21-11-04)

MOTION CARRIED

5.2 Review Policies; B-FIN-03 Finance Budget Development and Approval, B-FIN-07 Finance Use of Operating Surplus and B-FIN-08 Finance Policy Equipment Replacement Reserve – Elio Iorio (EI) – Manager of Financial Services, DNV, reviewed the changes of the noted policies for the Board, which were previously reviewed at the Finance and Audit Committee meeting on November 10, 2021. Individual policy changes include:

- **B-FIN-03 Finance Budget Development and Approval housekeeping changes to refine wording, process changes and clarify that the budget submissions/revisions can be completed at points and times during the year, based on the yearly budget cycle. This can be done with an amendment to the budget.**

- B-FIN-07 Finance Use of Operating Surplus housekeeping changes were provided to clearly delineate the use of the surplus fund options and to incorporate the use of the surplus funds to be used through a financial plan amendment at any time throughout the year.
- B-FIN-08 Finance Policy Equipment Replacement Reserve has changes that refine the wording as well as accessing reserved balances at times during the year related to the business cycle. A financial plan amendment can be made in order to use those reserves throughout the year.

Query from Trustee on previous duration for review period 3-5years and now changed to 5 years. EI confirmed this is now in alignment with the DNV's review cycle.

MOVED by Ana Lopez and SECONDED by Barb Lawrie

THAT the Board approve B-FIN-03 Finance Budget Development and Approval with the changes as amended;

AND THAT the Board approve B-FIN-07 Finance Use of Operating Surplus with the changes as amended;

AND THAT the Board approve B-FIN-08 Finance Policy Equipment Replacement Reserve with changes as amended to the Board. (21-11-05)

MOTION CARRIED

< Rick Danyluk & Elio Iorio disconnected at 6:24pm >

5.3 Proposed Policy Review Cycle – The Director outlined the proposed review cycle, which the Governance Committee reviewed at the October 28, 2021 meeting. The policy suite comprises 130 policies and guidelines for the Library. Noted that Finance policies are not included in the package at this time. The Director confirmed that the dates listed for each policy/guideline are not fixed but rather a guideline and the Board can request review of any policy at any time. Governance Committee Chair confirmed there was support from the Committee to adopt this policy review cycle. No comments/queries noted for this agenda item.

MOVED by James Mitchell and SECONDED by Kulvir Mann

THAT the Board adopts the proposed revised policy review cycle [as presented or amended]. (21-11-06)

MOTION CARRIED

5.4 Annual Review of Library Closure Dates for 2022 – Sandi Burgess (SB) – Manager of Welcoming Initiatives reviewed the proposed Library closures dates for 2022. Noted that it is based on patron feedback in our annual patron survey, that the Library is now open year-round on Sundays, and that all three branches would be open for Family Day and the National Day for Truth and Reconciliation. SB also noted that September 30th is marked with an asterisk conditional on the adoption of this statutory holiday by the provincial government.

Query from Trustee about 5pm close at the end of the year and if this has been done in the past. SB confirmed yes. Query from Trustee to clarify how early close times will be publicized. SB confirmed this on our website, our multiple social media channels and in-branch posters. Query from Council Representative of how our community received the Library being open on National Day for Truth and Reconciliation. Staff noted a positive reception by the public, giving opportunity for learning through specific programming, activities and resources to aid in their personal journey of reconciliation. Query from Trustee about closures in relation to extreme weather alert centre obligations. Staff confirmed

working with local outreach organizations to communicate alternative options for the community members if an extreme weather alert happens during a Library closure times.

MOVED by James Mitchell and SECONDED by Kristine Mactaggart Wright

THAT the Library Board approve the proposed 2022 closure dates and times;

AND THAT the Board approve the system-wide half-day closure of the Library, for an all-staff workshop, to be scheduled in December 2022 on a date that maximizes staff attendance and minimizes disruption to the public. (21-11-07)

MOTION CARRIED

5.5 Review Operation Policy PB-OP-01 Membership SB reviewed the changes presented to the policy with amendment for requirement to show proof of address when signing up for a Library card. The amendment to the policy is to reduce barriers for community member who have no fixed address. Query from Trustee if this is common with the other North Shore libraries. Staff responded that an environmental survey of other local library systems in the region revealed that most libraries offer an equivalent option. Also, anticipate the number of patrons requiring this type of access is small. Query from Trustee if patron(s) will be asked if they live in the District. Staff responded yes, but they will not be denied access card if they cannot provide proof of this. Councillor thanked the staff for bringing this to the Board and updating the policy to eliminate barriers for individuals, stating that asking if the patron lives in the District is unnecessary and that people should be given access to the resources they need to live a better quality of life. No further comments/queries for this agenda item.

MOVED by Megan Curren and SECONDED by Barb Lawrie

THAT the Library Board adopts the amended policy B-OP-1 MEMBERSHIP. (21-11-08)

MOTION CARRIED

5.6 Share Culture & Economy – An Expanded Vision for Libraries The Director introduced the vision for new libraries to serve the changing the needs of the community. This vision addresses goals to support a shared economy, maker space and a climate sustainability focus. Trustee members fully support this new vision for Libraries.

MOVED by Megan Curren and SECONDED by Kulvir Mann

THAT the Board endorse the proposal for future-forward library service in the District of North Vancouver, as outlined in ‘Share Culture and Economy: Promoting Climate and Community Resilience- An Expanded Vision for Library Service in North Vancouver’. (21-11-09)

MOTION CARRIED

5.7 Results of the Annual Board Survey – The Board Chair opened the floor for general comments, noting that the survey results were very positive. Common themes included returning to some in-person meetings and opportunities to connect with others in the community. As well, a desire for more learning around reconciliation and diversity. No other comments/queries from the Board. No motion with this agenda item.

6. ADVOCACY COMMITTEE OF THE WHOLE

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

7. STANDING ITEMS

7.1 Updates – Committees

7.1.1 Finance and Audit – July 22/21 meeting minutes in the package. Last met on November 10/21. Will consider new policies and the Operational budget in 2022.

7.1.2 Governance – March 23/21 meeting minutes in package. Last met on October 28/21 where new policy review cycle was and discussed along with board development through the Museum for Truth & Reconciliation learning opportunities. Discussed moving back to in person meetings, with efficiency of virtual meetings in mind.

7.1.3 Human Resources – March 10/21 meeting minutes in package. Last met on November 9/21, with one item to be discussed in-camera at tonight’s meeting. Met the new HR Manager, Gurinder Gill.

7.1.4 Advocacy – no other updates

7.2 Updates – Affiliates

7.2.1 InterLINK – no updates, next meeting the week of November 29/21.

7.2.2 Friends of the Library – are funding the Lynn Valley Children’s department forest upgrade

7.2.3 Council – OCP had a targeted review with action items coming out of that review. Implementation of the policies are now moving forward in a focused fashion. New Climate Committee, which Councillor is a member, recently met. Truth & Reconciliation foundational work is also moving forward.

8. IMPORTANT UPCOMING DATES

Chair noted important upcoming dates on the Agenda.

9. ADJOURN TO IN CAMERA– 7:18 PM.

MOVED by James Mitchell and **SECONDED** by Kulvir Mann

THAT the Regular Board Meeting of November 25, 2021 be adjourned to In-Camera. (20-11-11)

MOTION CARRIED

Library Board Chair

Mar. 4/22

Date

Director of Library Services

Jan 28/22

Date