

# REGULAR MEETING NVDPL BOARD

THURSDAY, FEBRUARY 26, 2015 – 7:30 PM  
*Lynn Valley Library – Boardroom*  
*Suite 300-1277 Lynn Valley Road, North Vancouver, BC*



North Vancouver District  
Public Library

## MINUTES

### PRESENT

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#### Library Board

Matt DeBock – Chair  
Ken Lim – Vice-Chair  
David Porter – Trustee  
Doug MacKay-Dunn – Trustee/Council Representative  
Frank Sullivan – Trustee  
Linda Munro – Trustee  
Lucy Cayuela – Trustee  
Mark Jefferson - Trustee  
Sanford Osler – Trustee

#### Management/Staff

Jacqueline van Dyk – Director, Library Services  
Andrea Freeman – Manager, Welcoming Initiatives  
Barbara Kelly – Manager, Community Engagement  
Corinne McConchie – Manager, Collections  
Drew Jackson – Manager, Innovation & Learning  
Nicola McLaren – Business Manager  
Leanne Erickson – Executive Assistant (recording)

#### Guests

David Stuart – Chief Administrative Officer, DNV  
Nicole Deveaux – Chief Financial Officer, DNV/NVDPL  
Rita Bittel - Audit & Business Process Advisor, DNV

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### 1. LIBRARY CIRCULATION WORKROOM TOUR

Cancelled due to time restrictions.

### 2. ADVOCACY WORKSHOP

Barbara Kelly, Manager, Community Engagement facilitated a workshop for the full board focusing on Advocacy for approximately 1 hour.

### 3. BOARD CHAIR CALLED MEETING TO ORDER – 7:34 PM

### 4. ADDITIONAL ITEMS FOR AGENDA

No additional items.

**5. REPORTS**

**1. Board Chair**

Board Chair Matt DeBock welcomed the newly appointed District Council Representative, Doug MacKay-Dunn to the Library Board and extended thanks to Jim Hanson for his brief service on the Board.

**2. Director**

Library Director Jacqueline van Dyk reported that the Lynn Valley library remained open for the Feb. 9<sup>th</sup> Family Day statutory holiday. This has been a missed opportunity in the past as all branches would close for the holiday but the day was a success and library staff learned a lot for next year.

Jacqueline then reported on the newly formatted Library Board page of the website as it now includes the board agendas in HTML format, with links to the pdf documents from the agenda package. She also gave a brief update regarding the status of the collaboration agreement between NVDPL and the DNV. A decision was made to submit the drafted collaboration agreement to the Governance Committee for review and recommendation to the board.

**MOVED by Lucy Cayuela and SECONDED by Frank Sullivan**

**THAT the final draft of the Collaboration Agreement between NVDPL and the District of North Vancouver will be presented to the Governance Committee for review at their next meeting.**

(15-02-015)

**MOTION CARRIED.**

**3. Financial**

Business Manager Nicola McLaren reported that the audit for the 2014 fiscal year is currently underway and being performed by KPMG. As such, the numbers have not been finalized for 2014 and there is no report to offer the Board.

**6. CONSENT AGENDA**

**MOVED by Sanford Osler and SECONDED by Frank Sullivan**

**THAT the Consent Agenda, excluding items 6.1.1 and 6.3.1, be approved.** (15-02-016)

**MOTION CARRIED.**

**6.1.1 – Approval of Regular Minutes of the Board – Jan. 22, 2015**

**MOVED by Ken Lim and SECONDED by Frank Sullivan**

**THAT the Regular Minutes of the Board for January 22, 2015, as amended, are approved.** (15-02-017)

**MOTION CARRIED.**

**6.3.1 – InterLINK Leadership Development Program Update**

Pulled out of consent agenda. Inserted for discussion during Standing Items (10.2.1).

**7. ADVOCACY COMMITTEE OF THE WHOLE – 7:45 pm**

**MOVED by Matt DeBock**

**That the Board resolves itself into a committee of the whole for the work of the Advocacy Committee.** (15-02-018)

**MOTION CARRIED.**

*<8:02 pm – Regular board meeting resumed>*

**8. BOARD ACTION ITEMS**

**1. Motion Required**

**1. Adoption of Advocacy Committee Terms of Reference**

The Advocacy Committee of the Whole recommended terms of reference to the board that briefly describes the characteristics of a successful committee of the whole, and the roles and responsibilities of advocacy work.

**MOVED by David Porter and SECONDED by Frank Sullivan**

**THAT the revised Advocacy Committee Terms of Reference be adopted.** (15-02-019)

**MOTION CARRIED.**

**2. Approve revised Nov. 2014 Regular Minutes**

Revised minutes from the November 2014 meeting were presented for re-approval.

**MOVED by David Porter and SECONDED by Mark Jefferson**

**THAT the revised November 2014 Regular Minutes of the Board be approved.** (15-02-020)

**MOTION CARRIED.**

### 3. Sponsorship For Newcomer Networking Event

One of the upcoming Library initiatives for newcomers is a set of three programs that includes a résumé writing clinic, an interview clinic, and a networking event with local employers. All of these programs are being delivered in partnership with Training and Innovations which is funded by Citizenship and Immigration Canada.

For the success of the networking event, the Library would like to approach local businesses, or local branches of business for sponsorship. With sponsorship, the Library will be able to ensure a quality community experience with refreshments, guest speakers and entertainment.

**MOVED by Frank Sullivan and SECONDED by Sanford Osler**

**THAT the Board approves the Director of Library Services to direct the seeking, accepting, and acknowledging of local sponsorships for a local employer and newcomer networking event.**

(15-02-021)

**MOTION CARRIED.**

### 4. 2015 Operating/Capital Budget Submissions

In November 2014, the annual submissions were made to the DNV regarding 2015 capital and operating budget requests for the library. The final budget allocations will be decided by Council at its March 2, 2015 meeting. The Finance and Infrastructure Committee met on Feb. 19, 2015 to review the budgets submitted and recommended them to the board for approval.

**MOVED by Mark Jefferson and SECONDED by Linda Munro**

**THAT the 2015 Capital budget submitted to the District of North Vancouver be approved as presented;**

**AND THAT the 2015 Operating budget submitted to the District of North Vancouver be approved as presented.** (15-02-022)

**MOTION CARRIED.**

*<8:29 PM – David Stuart and Nicole Deveaux arrived at the meeting>*

*<8:32 PM – Rita Bittel arrived at the meeting>*

### 5. Adoption of Proposed Timeline for Financial Policy Refresh

The Finance and Infrastructure Committee considered a proposal regarding the financial policy refresh at its February 19, 2015 meeting. As Nicole Deveaux, CFO had just arrived, the board directed some questions to her regarding the policy refresh. In light of the pending collaboration agreement, a decision was made to reference the agreement in the motion.

**MOVED by David Porter and SECONDED by Ken Lim**

**THAT the timeline and process for the refresh of the Library financial policies outlined in the memo dated February 16, 2015 from Nicola McLaren to the Library's Finance and Infrastructure Committee be adopted by the Board, subject to the collaboration agreement. (15-02-023)**

**MOTION CARRIED.**

**6. Appointment of Auditor for 2015 & 2016**

The DNV is recommending that KPMG be appointed external auditor of the District and the Library for two more years. An annual motion to confirm the engagement is required.

**MOVED by Doug MacKay-Dunn and SECONDED by Mark Jefferson**

**THAT the appointment of KPMG Enterprise as auditor of NVDPL be extended to include the December 31, 2015 & 2016 fiscal years. (15-02-024)**

**MOTION CARRIED.**

**9. ADJOURN TO IN-CAMERA – 8:37 PM**

Board Chair Matt DeBock proposed moving the in-camera portion of the meeting to an earlier time since the guests had arrived.

**MOVED by Mark Jefferson and SECONDED by Frank Sullivan**

**THAT the Board adjourns the regular board meeting and moves into in-camera for the purpose of discussing an employee relations matter. (15-02-025)**

**MOTION CARRIED.**

*<8:38 PM – Andrea Freeman, Barbara Kelly, Corrine McConchie, Drew Jackson, Leanne Erickson, and Nicola McLaren left the meeting>*

*<10:06 PM – Leanne Erickson and Nicola McLaren returned to the meeting; regular board meeting resumed>*

**10. STANDING ITEMS**

**1. Updates - Committees**

**1. Governance**

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

**ACTION:** Leanne Erickson will send out a poll to the Governance Committee to determine the date of the 1<sup>st</sup> Quarter Governance Committee meeting.

**2. Human Resources**

The next meeting and election of the committee chair is scheduled for March 5, 2015.

**3. Finance and Infrastructure**

Nothing to report.

**2. Updates – Affiliates**

**1. InterLINK**

Ken Lim provided the Board with a handout that he obtained from the last InterLINK Board meeting on February 24, 2015. This document included a briefing note regarding InterLINK's 2015 Action Plan.

**2. Friends of the Library**

Nicola McLaren reported that the book sale held on Feb. 19 – 21 was very successful. Their AGM is scheduled for Sunday, April 26, 2015.

**3. Council**

Councillor Doug MacKay-Dunn relayed the message from former council representative, Jim Hanson that he will remain a strong advocate for the library even though he's no longer serving on the Board. Councillor MacKay-Dunn will serve on both the Governance and Finance & Infrastructure Committees in Councillor Hanson's place.

**11. ADJOURN – 10:09 PM**

**MOVED by Mark Jefferson and SECONDED by David Porter**

**THAT the regular meeting of the Library Board be adjourned.** (15-01-026)

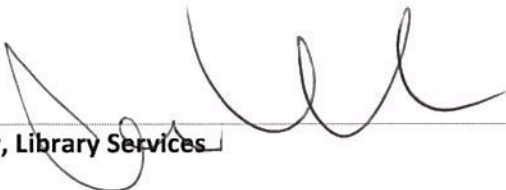
**MOTION CARRIED.**



Library Board Chair

March 26, 2015

Date



Director, Library Services

26 March 2015

Date