

REGULAR MEETING NVDPL BOARD



North Vancouver District
Public Library

THURSDAY, MAY 28, 2015 – 6:00 PM

Lynn Valley Library – Boardroom
Suite 300-1277 Lynn Valley Road, North Vancouver, BC

MINUTES

ATTENDEES

Library Board

Matt DeBock – Chair
Ken Lim – Vice-Chair
David Porter - Trustee
Doug MacKay-Dunn – Trustee / Council Representative
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
Corinne McConchie – Manager, Collections
Leanne Erickson – Executive Assistant (recording)

Guests

Mike Senior – Manager, IT Services, DNV
Nicole Deveaux – CFO, NVDPL/DNV

REGRETS

Frank Sullivan – Trustee

Nicola McLaren – Business Manager

IT SERVICES EXPANSION PRESENTATION

DNV IT Services Manager Mike Senior presented to the Board on the proposed IT Services Expansion to the District. Mike Senior and Nicole Deveaux are looking for approval from the board, in stages. As the discussion began to involve the vacant position of Manager of Innovation & Learning, Board Chair Matt DeBock proposed that the Board go into In-Camera.

<6:43 pm – In-Camera Discussion of the proposed IT Services Expansion.>

<7:11pm – In- Camera meeting dissolves.>

<7:12 pm – Mike Senior and Nicole Deveaux left meeting.>

<7:13 – 5 minute break.>

1. CHAIR CALLED MEETING TO ORDER – 7:18

2. ADDITIONAL ITEMS FOR AGENDA

No additional items for agenda.

MOVED UNANIMOUSLY

THAT the agenda be adopted.

MOTION CARRIED.

3. REPORTS

1. Board Chair

Nothing to report.

2. Director

Library Director Jacqueline van Dyk reported that the new chairs have arrived at the Lynn Valley Branch and are a welcome addition. Staff promoted the Summer Reading Club (SRC) at the Lynn Valley Days event by marching in the parade and meeting the public at the booth. The theme of this year's SRC is 'Build It' so staff wore hardhats, tool belts, etc. This summer there will be an outdoor summer culture series at Parkgate with a Piano on the plaza between the Rec Centre and the Library. On June 17 there will be a newcomers event at Lynn Valley with MLAs Jane Thornthwaite and Ralph Sultan attending.

3. Financial

Nothing to report.

4. CONSENT AGENDA

MOVED by Sanford Osler and SECONDED by Linda Munro

THAT the Consent Agenda be adopted;

AND THAT the Regular Minutes of the Board – April 23, 2015 are approved.

MOTION CARRIED.

5. BOARD ACTION ITEMS

1. Motion Required

1. Finance Policies Update

Councillor Doug Mackay-Dunn suggested that financial policies should be reviewed every two years and that it would be helpful to be able to reference old policies. Trustee Sanford Osler discussed the operating surplus and revisiting the idea of a 50% retention approach. He suggested that this could be brought up with Council and queried whether there are other ways to generate a surplus that does not involve having to spend it, which is currently at odds with the Collaboration Agreement. Councillor Doug Mackay-Dunn responded that Council have discussed this and the North Vancouver Recreation Commission is now retaining 50% of their operating surplus. Trustee Mark Jefferson added that the School Board has a similar approach which allows the operating surplus to roll over to the following year so that spending is well-thought out.

ACTION: The Finance & Infrastructure Committee is to discuss the matter of surplus generation and 50% repayment with CFO Nicole Deveaux

MOVED by Doug MacKay-Dunn and SECONDED by David Porter

THAT the following updated Finance policies be approved and adopted:

- B-FIN-02 – Financial Statement Auditors
- B-FIN-03 – Budget Development & Approval
- B-FIN-05 – Statement of Financial Information (SOFI)
- B-FIN-06 – Financial Reporting
- B-FIN-07 – Use of Operating Surplus
- B-FIN-08 – Equipment Replacement Reserve
- B-FIN-09 – Reporting of Fraudulent or Dishonest Acts
- B-FIN-10 – Insurance
- Amendments to existing - 6. Finance Policies

MOTION CARRIED.

2. Board Costs: 2015 Budget

The Board was presented with a “mini-budget” for 2015 that was prepared by Business Manager Nicola McLaren. The Board expressed approval of the budget as presented.

MOVED by David Porter and SECONDED by Lucy Cayuela

THAT the Board expenditures in 2015 be allocated in accordance with the suggested “mini-budget” as outlined.

MOTION CARRIED.

6. STRATEGIC DISCUSSIONS

1. NVDPL / NVCL Joint Meeting

Library Director Jacqueline van Dyk met with NVCL Chief Librarian Jane Watkins to discuss the upcoming joint meeting. It is proposed that the meeting will be held at the NVCL with a brief meeting following for regular board business. Some of the key items that the Board expressed they would like to discuss or see included at the joint meeting are as follows:

- focus on our shared community and how we complement each other
- staff level – lots of collaboration is already underway; what are our logical next steps
- learn about NVCL operations and how we measure up
- briefing booklet
- explore ways we can work together as well as ways we can complement/align our public services (ie. Late charges, etc.)
- challenges for the NVCL Board

7. STANDING ITEMS

1. Advocacy

1. Round Table (Trustee Advocacy Activities)

Trustee Sanford Osler provided the Board a brief report on what he learned at the BCLA Conference on Friday, May 30th.

Trustee Linda Munro voiced the opinion that the School Board would be open to a trustee buddy program. She also provided the Board a brief report on the BCLTA Conference that she attended on Saturday, May 31st.

2. Updates - Committees

1. Governance

The next meeting of the Governance Committee is scheduled for June 9th.

2. Human Resources

Committee Chair Mark Jefferson reported that at the last HR meeting on May 25th, the committee reviewed nine policies and that seven of those policies will be presented to the full board for approval at the June 25th meeting.

3. Finance and Infrastructure

Committee member David Porter reported that at the last FIC meeting on May 12th, DNV IT Manager Mike Senior presented on the proposed IT Services Expansion and that they adopted new Finance Policies.

3. Updates - Affiliates

1. InterLINK

Ken Lim reported on InterLINK's governance review workshop where they discussed succession planning and defining unique strategies.

2. Friends of the Library

Jacqueline van Dyk reported that next the book sale is scheduled for June 5 – 7; the FoL AGM was on May 10th and that they are looking to have more focused executive roles.

3. Council

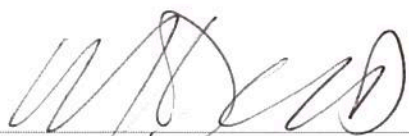
Nothing to report.

9. ADJOURN TO IN-CAMERA – 8:00

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

THAT the Board goes into the In-Camera meeting to discuss an employee relations matter.

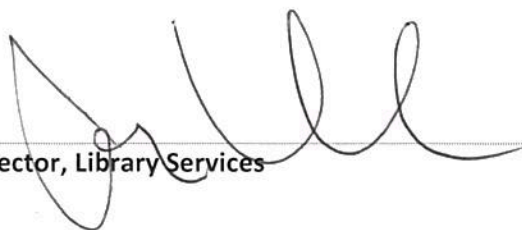
MOTION CARRIED.



Library Board Chair

June 25 2015

Date



Director, Library Services

25 June 2015

Date