

REGULAR MEETING NVDPL BOARD

THURSDAY, July 23, 2015 – 6:00 PM
*Lynn Valley Library – Boardroom
Suite 300-1277 Lynn Valley Road,
North Vancouver, BC*



MINUTES

PRESENT

Library Board

Matt DeBock – Chair
Ken Lim – Vice-Chair
Doug MacKay-Dunn – Trustee / Council Representative
Frank Sullivan – 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
Kate Hamilton – Executive Assistant (temp)

REGRETS

David Porter – Trustee

1. CHAIR CALLED MEETING TO ORDER – 6:05 PM

2. ADDITIONAL ITEMS FOR AGENDA

The following items were added to the agenda under **4. BOARD ACTION ITEMS**:

- .3 Policy Implementation and Process discussion
- .4 Process discussion concerning Collaboration Meeting follow-up with CAO and CFO

**MOVED by Matt DeBock and SECONDED by Sanford Osler
THAT the agenda, as amended, be adopted.**

MOTION CARRIED.

3. CONSENT AGENDA

**MOVED by Frank Sullivan and SECONDED by Mark Jefferson
THAT the consent agenda be adopted;
AND THAT the regular minutes of the Board – June 25, 2015 are approved.**

MOTION CARRIED.

2. Standing Reports

1. Library Report

- Received for information

2. Media Report

- “Inspiring Stories” was handed to all members present

3. Financial Quarterly Report

- Updates: Nicola McLaren, Business Manager, is nearing completion on the preparation of the 2015 Operating Rolling Forecast for DNV Finance. This has involved in depth analysis of the majority of the library’s expense and revenue accounts, and preparation of forecasts for the remainder of the fiscal year. Budget transfer requests will be submitted to reallocate funds to areas of greater need than were anticipated when originally preparing the 2015 budget. Her process will also inform the budget preparation for 2016 which begins in August.

Action: Nicola McLaren will present the forecast results to FIC at its next meeting in September

- Upcoming: the next batch of updated Finance Policies will be presented to Finance and Infrastructure Committee (FIC) at its meeting on September 8, 2015. This group of policies focuses on the procurement/purchases and payments side of the financial cycle. Nicola has been in communication with the CFO regarding her review of the draft policies before they are presented to FIC.
- The Library’s Charity Tax Return was filed on time by June 30th. A key accomplishment this year was being able to correct the aggregation of data for presentation on the Charity tax return to comply with CRA’s requirements and to be consistent with other libraries’ returns.
- Facilities- Planning is underway regarding the upgrade to the teen spaces at Lynn Valley, using the \$20,000 from surplus previously approved by the Board. The hope is to leverage that capital investment by seeking donor support for the acquisition of furniture and fixtures for the new spaces.
- The District is working on a plan to limit free parking in Lynn Valley Plaza to 3 hours, starting in the Fall. They are consulting with various affected user groups to meet the needs for staff parking exemptions, etc. This is in response to the overcrowding of the underground parkade and to discourage parking by people not accessing the shops and services of Lynn Valley Plaza.

4. Director’s Quarterly Report

- Received for information

3. For Information

1. Final Report: Whiskey Library Fundraiser

- Received for information. Nicola McLaren commented that the fundraiser was a huge success and doubled what the fundraiser planners were expecting to raise. This was the first of 5 annual fundraiser events to be sponsored by Allan McMordie. Notable attendees included the Mayor and the local MP.

4. BOARD ACTION ITEMS

1. Motions Required

1. Human Resources Policies Update

Trustee, Mark Jefferson presented the body of HR policy work to the Board, and described the extensive and collaborative process the HR Committee undertook to prepare the policies and the accompanying management guidelines.

Moved by Mark Jefferson and SECONDED by Lucy Cayuela

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

- **B-HR-01 – Fostering a Supported and Empowered Staff**
- **B-HR-02 – Exempt Staff Compensation**
- **B-HR-04 – Exempt Staff – Benefits & Working Conditions**
- **B-HR-06 – Exempt Staff – Vacation**
- **B-HR-07 – Collective Bargaining**
- **B-HR-08 – Staffing Levels and the Authority to Recruit**

AND

THAT the current PERSONNEL POLICY 7.6 – STAFF TRAINING AND DEVELOPMENT be removed from the Board Policy, in lieu of the new Management Guideline, MG-HR-01.3 – Fostering a Supported & Empowered Staff: Staff Training and Professional Development.

AND

That the current PERSONNEL POLICY 7.8 – REQUESTS FOR UNPAID LEAVE OF ABSENCE be removed from the Board Policy, in lieu of the new Management Guideline, MG-HR-01.6 – Fostering a Supported & Empowered Staff: Unpaid Leave of Absence.

MOTION CARRIED

2. Clean Slate for Grade 8 Proposal

The Board reviewed Management's proposal that enables teens to have any fines they have on their record waived at the start of the coming school year, in order to promote their use of the library.

MOVED by Doug Mackay-Dunn and SECONDED by Lucy Cayuela

THAT the Board approve the “Clean Slate for Grade 8” initiative and its resultant waived fines and fees

MOTION CARRIED

3. Policy Implementation and Process discussion

Trustee Mark Jefferson shared his concern that the Board’s speed and sense of urgency on its policy refresh process may be too aggressive. He suggested that, in the interests of stronger policy language, the Board may consider the advantages of slowing things down. Trustee Sanford Osler reminded the Board of the approach set out in the Collaboration Agreement, with the idea that the Library’s policy work should be completed in 2015, or early 2016 at the latest. Director Jacqueline van Dyk also supported keeping to the pace where possible to meet the agreed upon timeline, because, in the absence of any real body of approved Library policy in the areas of Finance and Human Resources, the Library is operating in a policy vacuum. Trustee Mark Jefferson expressed concern for management’s welfare--that management may be finding the urgency to meet the timeline a challenge, especially given the shortage of one key manager. He inquired if the pace were causing undue stress and compromising management’s ability to perform their regular duties. Director Jacqueline van Dyk assured the Trustee Jefferson and the Board that management was very committed to having the policy work as far along as possible to meet the Collaboration Agreement’s aims, and pointed out that much of the work from the management side had already been done.

Action: Management will re-examine the Collaboration Agreement to ensure that the policies being worked on in the Committees’ next round target the policies specifically identified in the CA.

4. Process concerning Collaboration Agreement Meeting follow-up with CAO and CFO

Action: Director Jacqueline van Dyk will invite both the CAO and the CFO to the upcoming Board meeting in October, to live up to the obligations for this meeting as set out in the Collaboration Agreement. Furthermore, the Board shall, at its September Board meeting, include a discussion item to plan the agenda topics for that portion of the meeting.

5. STANDING ITEMS

1. Advocacy

1. Round Table (Trustee Advocacy Activities)

Trustee Linda Munro described the approach she and Advocacy Committee Chair, David Porter have developed for a “Buddy” system, pairing up Library Trustees with District Councillors and School District Trustees. Linda will distribute the list of paired names, and will also share some guidance in topics and approaches that the trustees can use when connecting with their Councillor or Trustee ‘buddy’.

2. Updates - Committees

1. Governance

Governance Committee Chair, Sanford Osler alerted the Board that the Committee will gather in September 15th to go over strategic plan monitoring. The Committee would like to have a fall Board 'mini-retreat' to discuss Strategic directions, the progress on the Framework and the various strategies that Management will prepare. The ideal date for this event was determined to be: October 17th from Saturday 9:00-3:00pm. All members agreed upon their availability and to hold that date.

The specific strategies to come forth to that meeting will be: **youth service, collections, spaces, and communications**. The retreat will allow for more in depth engaging with these library topics than the regular Board meetings allow for.

Trustee Osler reported on the need to address Trustee Recruitment this year because at least two people will be leaving at the end of the year. The Committee reviewed the approach taken last year to recruit trustees and found it very successful. Therefore they will utilize a similar process of hiring new trustees as was done last year. For example, there shall be an open house. Trustees were asked to think of people that would be appropriate new trustees and to put forward their names.

Finally, a request from Governance, that in the interests of communication, all Board Committee agendas should be distributed to all Trustees, not just those officially appointed to the committee. This would ensure that topics that may be of interest to members not on the committee may be noticed and any feedback sent to the Committee chair to be incorporated when the Committee meets.

Action: Director Jacqueline van Dyk will ensure committee agendas are distributed to all Board members in advance of the committee meetings.

The next Governance meeting date is now set for: Sept 15 at 5:30 pm.

2. Human Resources

Nothing to report.

3. Finance and Infrastructure

Nothing to report.

3. Updates - Affiliates

1. InterLINK

Nothing to report

2. Friends of the Library

Nicola McLaren reported that the Friends will hold their annual Pizza Party at the end of August. Also, the Friends' next book sale will be held in October.

3. Council

Nothing to report.

6. IMPORTANT UPCOMING DATES

Director Jacqueline van Dyk reviewed the up-coming events and particularly highlighted the Summer Reading Club closing celebration to be held August 15, and invited Trustees to attend.


<Corinne McConchie and Nicola McLaren left the meeting at 7:00pm>

7. ADJOURN TO IN-CAMERA – 7:00 PM

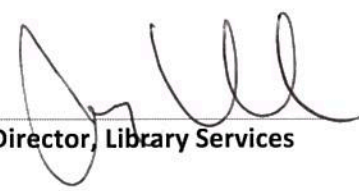
MOVED by Mark Jefferson SECONDED by Linda Munro:

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

24 Sept 2015
Date


Director, Library Services

24 Sept 2015
Date