



## REGULAR MEETING of the NVDPL BOARD

THURSDAY, APRIL 28, 2016 – 6:00 PM  
Parkgate Library – Enid Dearing Room  
3675 Banff Ct, North Vancouver, BC

# MINUTES

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### ATTENDEES

#### Library Board

Linda Munro – Vice-Chair  
Allison Rzen – Trustee  
Ken Lim – Trustee  
Kristine Mactaggart Wright – Trustee  
Mark Jefferson – Trustee  
Mike Little – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Corinne McConchie – Mgr., Collections  
Adam Farrell – Mgr., Innovation & Learning  
Alison Campbell – Mgr., Community Connections  
Leanne Erickson – Executive Assistant  
Deborah Hudson – Executive Assistant (Temp.)

#### Guests

Andy Wardell – DNV, Director of Financial Svcs.

### REGRETS

#### Library Board

David Porter – Board Chair  
Jim Hanson – Trustee / Council Rep.  
Phil Webber – Trustee

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## 1. PRESIDING CHAIR WELCOMED AND CALLED MEETING TO ORDER – 6:05 PM

## 2. ADDITIONAL ITEMS FOR AGENDA

Vice Chair Linda Munro informed the Board that the order of the Agenda would be changing as follows:

- Advocacy Committee of the Whole would move to 3.0
- Item 4.3 – STANDING REPORTS, Financial would move to 2.1
- Item 6.1.1 – BOARD ACTION ITEMS, Motion Required – 2015 Statement of Financial Information (SOFI) would move to 2.2

**MOVED by Mike Little and SECONDED by Ken Lim**

**THAT the Agenda be approved as amended.** (16-04-01)

**MOTION CARRIED.**

*<Mark Jefferson arrived at the meeting – 6:08 PM>*

## 2.1 STANDING REPORTS – Financial

Andy Wardell, DNV Director of Financial Services walked the Board through the report, “NVDPL Report on Operations”, dated March 31, 2016, that was distributed at the meeting. He explained that this quarterly report would replace the monthly financial reports formerly provided by the Business Manager. The report included:

- Definitions of Operations Services (Central Services, Facility Operations, Collections, Welcoming Initiatives, Innovation and Learning, Community Connections, and Virtual Library Services)
- Operating Results to end of March 2016 showing Revenues vs. Expenditures
- Capital Projects showing the Annual Budget and Actual spending to end of March 2016

Once the walk-through of the report was complete, Vice Chair Linda Munro suggested that the Board move to receive and endorse this report.

**MOVED by Mike Little and SECONDED by Allison Rzen**

**THAT the report titled, “NVDPL Report on Operations”, dated March 31, 2016 be received and endorsed by the Board.** (16-04-02)

**MOTION CARRIED.**

## 2.2 BOARD ACTION ITEMS – Motion Required 2015 Statement of Financial Information (SOFI)

Finance & Infrastructure Committee (FIC) member Ken Lim informed the Board that the FIC had reviewed the 2015 SOFI at their last meeting on April 20, 2016. At that meeting, the FIC passed a motion recommending the Board approve the SOFI as presented.

The signing of the 2015 SOFI will take place at a later date as Board Chair David Porter was not in attendance at this meeting.

***ACTION: Library Director Jacqueline van Dyk will meet with Board Chair David Porter to sign the 2015 SOFI and submit all required documents to the District of North Vancouver Financial Department before the deadline of May 15, 2016.***

**MOVED by Allison Rzen and SECONDED by Mike Little**

**THAT the Statement of Financial Information (SOFI) for the year ended December 31, 2015 be approved.** (16-04-03)

**MOTION CARRIED.**

*<Andy Wardell left the meeting – 6:29 PM>*

**3. ADVOCACY COMMITTEE MEETING OF THE WHOLE**

**MOVED** by Allison Rzen and **SECONDED** by Mike Little

**THAT the meeting move to the ADVOCACY COMMITTEE of the whole.** (16-04-04)

**MOTION CARRIED.**

*<Advocacy Committee of the Whole to Rise and Report – 6:40 pm>*

**4. STANDING REPORTS**

**4.1 Board Chair**

Vice Chair Linda Munro presided as Board Chair for this meeting in the absence of David Porter. She reported that she and Trustees Kristine Mactaggart Wright, Mike Little, and Phil Webber attended the Parliamentary Procedures session held at the DNV on April 21, 2016 and that it provided good grounding for board meeting conduct.

She also stated that former trustee Sanford Osler was nominated for the BCLTA's 'Super Trustee Award' and that he has been chosen as the winner. Linda will be attending the BCLTA Conference Welcome Reception and Annual Awards Ceremony on Friday, May 13<sup>th</sup>.

**4.2 Director's Report**

Library Director Jacqueline van Dyk welcomed the attendees to the Parkgate Library. Jacqueline highlighted the new work plan matrices included in the Governance and Finance & Infrastructure Committee updates which provide a quick visual update on the activities as per their Terms of Reference. A matrix for the Human Resources Committee and full Board will be provided for the May 26<sup>th</sup> meeting.

**5. CONSENT AGENDA**

**1. Operational Approval**

1. Approval of Regular Minutes of the Board – March 24, 2016

**2. Reports**

1. Library Report
2. Media Report
3. 1<sup>st</sup> Quarter Report
4. FIC Orientation – District Support Services
5. Issues Note

**3. Correspondence**

1. KPMG Audit Findings Letter
2. BCLTA Newsletter – April, 2016
3. Library Operating Grant from Ministry of Education

**MOVED by Ken Lim and SECONDED by Mike Little**

**THAT the consent agenda, excluding item 5.2.5, be accepted.** (16-04-05)

**MOTION CARRIED.**

**5.2.5 – Issues Note**

*Pulled out of consent agenda. Inserted for discussion at 7.2, after Library Board Strategic Planning.*

**MOVED by Mike Little and SECONDED by Allison Rzen**

**THAT the regular minutes of the Board – March 24, 2016 are approved.** (16-04-06)

**MOTION CARRIED.**

**6. BOARD ACTION ITEMS**

**6.1 Motion Required**

**6.1.1 Human Resources Policies Update**

Committee Chair Mark Jefferson reported that the HR Committee met in late March where they conducted final stages of policy review. The Committee had thorough discussions on the latest policy update and new management guidelines. The Committee moved to recommend the following policy for adoption and management guidelines for endorsement by the Board:

- **B-HR-16 – RETIREMENT**
- **MG-01.9 – JOB SHARING**
- **MG-OHS-01.2 – DISABILITY MANAGEMENT**
- **MG-HR-17.2 – HUMAN RESOURCES ROLE IN LABOUR RELATIONS**

In response to a query from Trustee Mike Little regarding **MG-01.9 – JOB SHARING**, Library Director Jacqueline van Dyk stated that the management guideline is based on the District of North Vancouver's Job Sharing policy which guided the recent implementation of NVDPL's first ever job share agreement between two staff members.

**MOVED by Mike Little and SECONDED by Allison Rzen**

**THAT the Human Resources policy B-HR-16 RETIREMENT be approved and adopted,**

**AND**

**THAT current policies 7.3 GUIDELINES FOR RETIREMENT GIFTS FROM THE LIBRARY BOARD and 7.10 RETIREMENT be removed,**

**AND**

**THAT current policy 7.9 DISABILITY MANAGEMENT be removed in lieu of new Management Guideline MG-OHS-01.2 DISABILITY MANAGEMENT. (16-04-07)**

**MOTION CARRIED.**

#### **6.1.2 Collection Policy Update**

Collections Manager Corinne McConchie reported that the new operating policy, **B-OP-07 – COLLECTIONS** will be replacing the current policy, **4.1 COLLECTION DEVELOPMENT POLICY** which was last reviewed in 2013. Updates are mostly housekeeping, including a language update and reformatting to the new style. She explained that this policy is a foundational document for libraries and provides guidance regarding the collection and is presented to the public as a clarifying statement.

**MOVED by Kristine Mactaggart Wright and SECONDED by Mike Little**

**THAT the Library Board approve B-OP-07 COLLECTION POLICY and that it replace the existing 4.1 COLLECTION DEVELOPMENT POLICY. (16-04-08)**

**MOTION CARRIED.**

## **7. FOR DISCUSSION AND DECISION**

### **7.1 Library Board Strategic Planning**

Presiding Board Chair Linda Munro spoke about the recent Governance Committee meeting on April 13<sup>th</sup> where the Committee discussed the need for an updated Strategic Plan for 2017–2019 and their endorsement for hiring Consultant, Michael Shoop. The two dates proposed for this session are May 28<sup>th</sup> and June 11<sup>th</sup>.

Library Director Jacqueline van Dyk provided the Board with some background information on Michael Shoop as the last time the Board met with him was in November 2015. She stated that he has been working with libraries for many years, most recently with InterLINK on their Strategic Plan for 2016-2019. Trustee Ken Lim endorsed his skills, adding that he had attended sessions facilitated by Michael Shoop.

In response to questions regarding the cost and budget for hiring a consultant, Jacqueline informed the Board that the costs have been included in the budget and that the amount allocated will be finalized before the planning session occurs.

The Board decided to hold the Strategic Planning session on Saturday, May 28<sup>th</sup>, with an estimated start time of 9:00 or 9:30 AM.

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

**THAT the Library Board approve hiring Michael Shoop for the purpose of working under the direction of Library Director Jacqueline van Dyk, and with relevant stakeholders including the Governance Committee, to develop a Draft 3-year 2017-2019 NVDPL Strategic Plan,**

**AND**

**THAT the Library Board approve hiring Michael Shoop to conduct a half-day Strategic Planning Workshop with Library Board Trustees in the Spring of 2016 for the purpose of reviewing all components and key strategic directions of the Draft 2017-2019 NVDPL Strategic Plan, and determining the next steps for completion by September 22, 2016,**

**AND**

**THAT the Library Board hold the Strategic Planning Workshop on May 28, 2016. (16-04-09)**

**MOTION CARRIED.**

## **7.2 Issues Note**

A discussion took place regarding a recent occurrence where a patron who was viewing inappropriate content on a computer was disturbing another patron. The Board expressed approval of how the situation was handled and discussed the steps taken to strengthen the general practices for this type of incident.

## **8. STANDING ITEMS**

### **8.1 Updates – Committees**

#### **8.1.1 Advocacy**

This topic was covered earlier in the Advocacy Committee of the Whole meeting.

#### **8.1.2 Governance**

Vice-Chair and Committee Member Linda Munro directed the Board's attention to the updated work plan for the Governance Committee and shared some highlights from the last meeting.

**8.1.3 Human Resources**

Nothing to report.

**8.1.4 Finance and Infrastructure**

Committee Member Allison Rzen reported that there are still a number of policies to update but the work has been held due to the absence of the District of North Vancouver's Chief Financial Officer.

**8.2 Updates – Affiliates**

**8.2.1 InterLINK**

Vice Chair Linda Munro addressed the '2016-2019 InterLINK Strategic Plan – Vision, Mission and Values and Strategic Direction' which was distributed in the Agenda Package.

**8.2.2 Friends of the Library**

Library Director Jacqueline van Dyk reported that the Friends of the Library's Annual General Meeting is scheduled for some time in May.

**8.2.3 Council**

As Councillor Hanson was absent, there was no report from Council.

**9. IMPORTANT UPCOMING DATES**

Trustees noted the important upcoming dates listed in the Agenda.

**10. ADJOURN – 7:50 PM**

**MOVED by Mike Little and SECONDED by Linda Munro**

**THAT the Board adjourn the meeting. (16-04-10)**

**MOTION CARRIED.**

Library Board Chair

Date

26 May 2016

Director, Library Services

Date

26 May 2016