



## REGULAR MEETING of the NVDPL BOARD

THURSDAY, MAY 26, 2016 – 6:00 PM

Lynn Valley Library – Program Room, 1<sup>st</sup> Floor  
1277 Lynn Valley Road, North Vancouver, BC

# MINUTES

### ATTENDEES

#### Library Board

Linda Munro – Vice-Chair  
Allison Rzen – Trustee  
Ken Lim – Trustee  
Kristine Mactaggart Wright – Trustee  
Jim Hanson – Trustee / Council Rep.  
Mark Jefferson – Trustee  
Mike Little – Trustee  
Phil Webber – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Adam Farrell – Manager, Innovation & Learning  
Alison Campbell – Manager, Community Connections  
Andrea Freeman – Manager, Welcoming Initiatives  
Corinne McConchie – Manager, Collections  
Meghan Crowe – Communications/Events Coordinator  
Deborah Hudson – Executive Assistant (Temp.)  
Leanne Erickson – Executive Assistant

#### Guests

Ben Hyman – Executive Director (BC Lib. Coop)  
Sanford Osler – Former NVDPL Board Trustee

### REGRETS

#### Library Board

David Porter – Board Chair

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

#### **PRESENTATION OF "SUPER TRUSTEE" AWARD TO FORMER TRUSTEE SANFORD OSLER**

Former Trustee Sanford Osler was nominated by the Board for the BCLTA Super Trustee Award and was one of the recipients. As he was not able to attend the reception at the BCLTA Conference, Vice-Chair Linda Munro accepted on his behalf. She presented the award to him before the regular meeting commenced.

<Sanford Osler – left the meeting at 6:15 PM>

#### **BC LIBRARIES COOP PRESENTATION**

BC Libraries Coop Executive Director Ben Hyman presented to the Board a brief history of the BC Libraries Coop, and explained their relationship and services provided to NVDPL.

<Mark Jefferson – arrived at 6:22 PM>

## 2. ADDITIONAL ITEMS FOR AGENDA

Vice Chair Linda Munro informed the Board that the agenda item 4.2.3 – Overview of Digital Resources would be pulled out of the Consent Agenda and placed at 2.1, to allow the Board to discuss and receive input from Ben Hyman, Executive Director of the BC Libraries Coop.

### 2.1 Overview of Digital Resources

The report was provided to inform the Board on NVDPL's digital resource options and the context in which the library provides them after a request from a previous board meeting concerning one of the current digital resources. She thanked Corinne McConchie for putting the report together and opened up the table for any questions.

Some key points discussed were as follows:

- BC Libraries Coop is used for licensing of Digital Resources. The 100,000 user threshold was flagged as an issue that should be addressed by the Board and Library Staff when planning for the projected population increase. If this is reached, our license would need to be repurchased, meaning the content we currently have would not be available and we would start afresh. The lead time for this undertaking is quite significant. Trustee Mike Little and Councillor Jim Hanson both confirmed that we are not on the fast track to reach the projected population increase at this time.
- BC Libraries Coop is in the process of speaking to publishers regarding the possibility of lowering costs. OverDrive was the original resource for digital content, yet new resources including 3M Cloud, Hoopla, etc., now provide options for NVDPL to try different models.
- NVDPL has a staff team to assist patrons with all types of digital resources.
- Library Staff addressed an inquiry regarding NVDPL's Wi-Fi network's ability to meet demand of users, stating that there are problems with access points and that it is not strong enough to provide connectivity. NVDPL is currently collaborating with the District to rectify this issue and fill in the Wi-Fi signal gaps to allow for seamless access.

The discussion set the stage for the upcoming Strategic Planning Workshop on May 28<sup>th</sup>. As the discussion on this topic was exceeding allotted time, Linda Munro asked that the Board move to the next topic.

*<Ben Hyman – left the meeting at 6:50 PM>*

### 3. STANDING REPORTS

#### 3.1 Board Chair

Presiding Chair Linda Munro shared information regarding a proposal for a joint Advocacy Workshop with the West Vancouver Memorial Library over half a day this fall and asked if the Board would be interested in attending.

Library Director Jacqueline van Dyk added that the facilitators are researchers in the field of library advocacy, and that this workshop would be of modest cost to the Board.

The Board expressed their support for this workshop and asked for the planning to go forward.

***ACTION: Jacqueline van Dyk will contact West Vancouver Memorial Library to go forward with the planning of the upcoming joint Advocacy Workshop this fall.***

Linda Munro then provided the Board on an update with the Friends of the Library, stating that they have a new Treasurer by the name of Barb Downman. She also reported that Noah Sim was elected President and that they are currently recruiting for two positions.

#### 3.2 Director's Report

Library Director Jacqueline van Dyk announced the theme of the upcoming Summer Reading Club, "Book a Trip" and shared that their invitations will be distributed shortly. She presented some of the marketing materials including the posters, invitations, t-shirts; bookmarks and records. She added that we have the highest SRC participation rate in BC and that there will also be a Teen Summer Reading Club and Adult Summer Reading Club.

She then shared some important upcoming community events that the NVDPL is excited to participate in and invited the Board to attend:

- **June 18**  
Lynn Valley Days Parade
- **June 25**  
Where Mountains Meet the Sea: A Champagne & Chocolate Book Launch  
(*Celebrating 125 Years Together – District of North Vancouver*)
- **July 15**  
Art Donation Reception / Live Concert in Lynn Valley Village

#### 4. CONSENT AGENDA

##### 4.1 Operational Approval

###### 4.1.1 Approval of Regular Minutes of the Board – April 28, 2016

For the sake of accuracy and clarity, the word “quarterly” was added to describe the financial reports in the appropriate sentence in 2.1 STANDING REPORTS – Financial Report.

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

**THAT the consent agenda be adopted, with the exception of 4.1.5 and 4.2.3, including the following motions:**

- **THAT the Library Board approves the 2016 Board Work Plan as presented.**
- **THAT the Library Board formally approves the 2016 Director’s Work Plan as accepted at the Meeting of the Board on April 28<sup>th</sup>, 2016.**
- **THAT the Board approve the Housekeeping amendment to change the Governance policies’ naming convention from B-BD-xx and BG-BD-xx, to B-GOV-xx and BG-GOV-xx, per the Governance Committee’s recommendation**

**AND THAT the regular minutes of the Board – April 28, 2016 are approved, as amended.** (16-05-01)

**MOTION CARRIED.**

###### 4.1.5 Policies Housekeeping: Green Buildings

At the request of Trustee Phil Webber the Green Buildings Policy was removed from the Consent Agenda for discussion. He inquired about possible hazards in the library facilities and the action plan to address them.

Library Staff reported that a Risk Management policy that is in the process of being developed for submission to the Governance Committee then Board for approval.

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

**THAT the B-OP-23 GREEN BUILDINGS POLICY be approved and adopted, AND that it replace current policy 3.18 – “GREEN” BUILDING OPERATIONS POLICY.** (16-05-02)

**MOTION CARRIED.**

## 5. BOARD ACTION ITEMS

### 5.1 Motion Required

#### 5.1.1 NVDPL Communications Plan 2016-2017

Communications / Events Coordinator Meghan Crowe spoke to the proposed Communications Plan for 2016-2017. She informed the Board that the Library has been without a plan since 2009. During the process of preparing the Plan, Meghan researched similar organizations, sought guidance from the District's Communications Manager, and focused the development around key strategic objectives. The Plan will be reviewed annually and edited accordingly, if required.

In response to an inquiry from Trustee Mike Little regarding NVDPL's brand strength, Meghan stated that a brand refresh is possibly on the horizon. She reported that after the Edmonton Public Library rebranded in 2008, they experienced increased traffic in their facility and online.

Trustee Ken Lim inquired about a possible update to NVDPL's website. Meghan stated that the website could use some improvement to include more photos and the possible branding refresh, and that the goal is to do some of these updates within the next 6 months.

Meghan added that with the upcoming Strategic Planning session on May 28<sup>th</sup>, the plan may have to be updated accordingly.

**MOVED by Allison Rzen and SECONDED by Phil Webber**

**THAT the Board approve and endorse the 2016-2017 Communications Plan for implementation within the Communications Department.** (16-05-03)

**MOTION CARRIED.**

## 6. DISCUSSION

### 6.1 Library Board Strategic Planning

The Board briefly discussed the upcoming Strategic Planning Workshop.

Councillor Jim Hanson reminded the Board that although he is unable to attend, he will be soliciting feedback from fellow Councillors. Jacqueline van Dyk requested that the feedback from Council include where they see the Library going, and what they would like the Library to be for the community. Trustee Mark Jefferson suggested that Jim Hanson distribute a copy of the Strategic Framework to Council.

***ACTION: Jacqueline van Dyk to send the NVDPL Strategic Framework to Jim Hanson via email.***

## 7. STANDING ITEMS

### 7.1 Updates – Committees

#### 7.1.1 Advocacy

The Board provided updates on their efforts to connect with assigned 'Council Buddies'.

#### 7.1.2 Governance

Committee Chair Phil Webber reported that their next meeting will be on June 8<sup>th</sup>, where they will be discussing the Strategic Planning Workshop and draft Strategic Planning policy.

#### 7.1.3 Human Resources

Committee Chair Mark Jefferson stated that their next meeting is in June. In regards to the HR Work Plan that was included in the agenda package, he noted that the Director's assessment should be 'regular', not 'annual'.

***ACTION: Library Staff will remove the word "annual" and replace with "regular" in all documents referring to the frequency of the Director's Assessment.***

#### 7.1.4 Finance and Infrastructure

Committee Chair Jim Hanson reported that Council approved the 2016 Operating & Capital Budget and that the 2015 Audited Financial Statements and Statement of Financial Information were submitted. He stated that the next meeting is scheduled for July.

Jacqueline van Dyk added that she and DNV HR Supervisor Chris Gonev are in the process of interviewing candidates for the vacant Business Manager position.

### 7.2 Updates – Affiliates

#### 7.2.1 InterLINK

Trustee Ken Lim reported that the next meeting is scheduled for Tuesday, May 31<sup>st</sup>.

#### 7.2.2 Friends of the Library

Jacqueline van Dyk reported that the Friends of the Library have scheduled their Annual General Meeting for July and that the last book sale in May made approximately \$3900.

#### 7.2.3 Council

Councillor Jim Hanson reiterated that the 2016 Operating & Capital Budget has been approved by Council.



8. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates listed in the Agenda.

9. ADJOURN – 8:09 PM

MOVED by Alison Rzen

THAT the Board adjourn the meeting. (16-05-04)

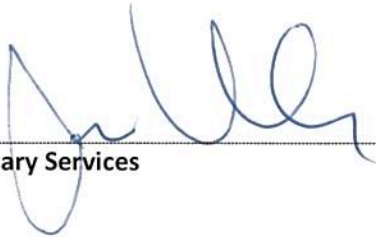
MOTION CARRIED.



Library Board Chair

23-06-16

Date



Director, Library Services

23 June 2016

Date

