



REGULAR MEETING of the NVDPL BOARD

THURSDAY, JUNE 23, 2016 – 6:00 PM

Lynn Valley Library – Program Room, 1st Floor
1277 Lynn Valley Road, North Vancouver, BC

MINUTES

ATTENDEES

Library Board

David Porter – Board Chair
Linda Munro – Vice-Chair
Allison Rzen – Trustee
Ken Lim – Trustee
Kristine Mactaggart Wright – Trustee
Jim Hanson – Trustee / Council Representative – to lv @7:45
Mike Little – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Adam Farrell – Manager, Innovation & Learning
Alison Campbell – Manager, Community Connections
Corinne McConchie – Manager, Collections
Meghan Crowe – Communications / Events Coordinator
Leanne Erickson – Executive Assistant

REGRETS

Library Board

Mark Jefferson – Trustee
Phil Webber – Trustee

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:00 PM

2. ADDITIONAL ITEMS FOR AGENDA

At the request of DNV Acting CFO Andy Wardell, **item 5.1.2a Risk Management Policy** has been **removed** from the agenda to allow for additional input into the policy beyond what has been provided by the Risk Manager to date. Once this has been completed, the Governance Committee will review the revised policy and recommend to the Board for approval.

Library Director Jacqueline van Dyk has **added item 5.1.2d Trustee Recruitment Process Board Guidelines**. The most recently revised agenda was handed out to the meeting attendees before the meeting commenced.

MOVED by Mike Little and SECONDED by Ken Lim

THAT the Agenda be approved, as amended. (16-06-01)

MOTION CARRIED.

3. STANDING REPORTS

3.1 Board Chair

Board Chair David Porter reported that he and Library Director Jacqueline van Dyk recently attended a consultation workshop held by the Ministry of Education in Richmond that focused on the development of a provincial strategic plan for libraries and their partnership with the public library sector. MLA Mike Bernier will announce the new provincial strategic plan in the Fall.

3.2 Director's Report

Library Director Jacqueline van Dyk reported that the Horizon server was long overdue for replacement. Since this server is end-of-life as of August 2016, it puts the library at great risk should this server fail because it hosts our Horizon Integrated Library System software and database. There was a meeting with the District on June 22, 2016 to discuss and decide if NVDPL can move forward with NVDPL's recommended solution of going to a SaaS ("Software as a Solution") hosted environment, offered by SirsiDynix. As a result of that meeting, DNV will host our Horizon servers.

In response to questions from trustees, Adam Farrell reported that the District hosts our virtual machines/servers as part of the IT services provided by DNV IT. Other services provided by DNV IT are the internet, phones, and network infrastructure. The DNV IT provided assurance that access and permission levels would not change, meaning the Library can access and perform activities on the virtual services remotely as if they were physically in the building as physical servers under NVDPL server administration.

NVDPL and DNV IT (Manager, Innovation & Learning, Adam Farrell, and DNV IT Manager Mike Senior) are actively working on an IT Service Level Agreement which they have committed to completing ASAP.

A decision was made to have the Service Level Agreement reviewed and discussed by the Finance & Infrastructure Committee.

Jacqueline then provided the Board with an update regarding the vacant Business Manager position, expressed gratitude to the Board for their consideration the large body of proposed policies included in the agenda package, and noted some of the important upcoming events such as the "Where Mountains Meet the Sea" Book Launch Gala on June 25th and the Art Donation Reception on July 15th.

ACTION: Library Staff will include the updated Service Level Agreement regarding the IT Transition with the DNV in the agenda package for the Finance & Infrastructure Committee's next meeting on July 13, 2016.

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – May 26, 2016

MOVED by Linda Munro and SECONDED by Kristine Mactaggart Wright

THAT the consent agenda be adopted;

THAT the housekeeping edits to B-GOV-02.3 TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE be approved and adopted by the Board;

AND THAT the regular minutes of the Board – May 26, 2016 are approved, as amended. (16-06-02)

MOTION CARRIED.

5. BOARD ACTION ITEMS

5.1 Motion Required

5.1.1 DRAFT 2015 Annual Report

Communications / Events Coordinator Meghan Crowe presented the draft of the information that will be included in the 2015 Annual Report. She asked for the Board's approval of the information provided and the general look and feel which is very similar to the 2014 Annual Report. She added that since the report from 2014 was more of a celebratory document, the 2015 report will be less extensive.

The Board expressed approval of the draft content and the general design concept.

MOVED and SECONDED by ML, KMW

THAT the Board endorse the draft content and general concept look of the 2015 annual report, to be designed, printed and distributed in July and August of 2016. (16-06-03)

MOTION CARRIED.

5.1.2 Governance Policies Updates

5.1.2a Risk Management

This proposed draft policy was removed as requested by Andy Wardell.

<Allison Rzen – arrived at 6:26pm>

5.1.2b *Strategic Planning*

Trustee Linda Munro reported that this new policy was prepared as per the Governance Committee's direction and that the inclusion of a policy statement on the Library's planning cycle will allow the Library to document its intentions and practices regarding strategic planning, to inform and guide the current and future Board.

The Board expressed approval of the policy as presented.

MOVED by Linda Munro and SECONDED by Mike Little

THAT the new policy B-GOV-08 STRATEGIC PLANNING be approved and adopted by the Board.

(16-06-04)

MOTION CARRIED.

5.1.2c *Trustee Recruitment*

Board Chair David Porter invited the present Governance Committee members to speak on this proposed policy B-GOV-05 TRUSTEE RECRUITMENT. Linda Munro stated that at the June 8th meeting, the Committee moved to recommend the policy to the Board and that the board guidelines required further research to seek clarification on the role of the Board for trustee recommendations to Council. After some discussion the Board made a decision to table this topic until the next regular meeting in September to allow the Governance Committee to work further on both the policy and the board guideline.

5.1.2d *Board Guidelines – Trustee Recruitment*

As requested at the last Governance Committee meeting, Library Director Jacqueline van Dyk contacted DNV Administrative Services Manager James Gordon to clarify the rationale for the DNV Advisory Oversight Committee (AOC) advising a reduced role for the Library Board in the board guideline BG-GOV-05 TRUSTEE RECRUITMENT PROCESS. She reported that the AOC met on June 20, 2016 and reconfirmed their position on the Library Board Recruitment Process.

Mike Little reported that he spoke to DNV Chief Administrative Officer David Stuart on this topic. As per that conversation, the DNV is open to receive feedback from the Board regarding trustee recommendations via a report to the AOC.

Councillor Jim Hanson added that the process should involve input from the Library Director and that the Board provides oversight.

Board Chair David Porter also reminded the Board to inform Executive Assistant Leanne Erickson if they are not planning to serve on the 2017 NVDPL Board.

ACTION: Library Staff and the Governance Committee will revisit the draft policy and board guideline for Trustee Recruitment at their next meeting.

MOVED by Mike Little and SECONDED by Ken Lim

THAT the Draft Policy B-GOV-05 TRUSTEE RECRUITMENT and its accompanying Board Guidelines BG-GOV-05 TRUSTEE RECRUITMENT PROCESS be referred back to the Governance Committee for further discussion. (16-06-05)

MOTION CARRIED.

<Kayleigh Doan-Adams – arrived at 6:45pm>

5.1.3 Human Resources Policies Update

5.1.3a Exit Interviews

The Board reviewed the new draft board guideline MG-HR-01.10 EXIT INTERVIEWS and suggested that it may be advisable to have a Human Resources staff member that the employee is comfortable with in attendance at any exit interview, going forward.

After some discussion, the Board moved to adopt the guideline as written and recommended that the HR Committee revisit this guideline at a later date.

MOVED by Allison Rzen and SECONDED by Linda Munro

THAT the existing Personnel Policy 7.4 EXIT INTERVIEWS be removed in lieu of MG-HR-01.10 EXIT INTERVIEWS. (16-06-06)

MOTION CARRIED.

5.1.3b Board Guidelines – Review of Director of Library Services

The HR Committee presented the updated draft board guideline BG-HR-10 REVIEW OF DIRECTOR OF LIBRARY SERVICES for consideration by the Board. The Board expressed approval of the guideline as written and moved to adopt.

MOVED by Ken Lim and SECONDED by Mike Little

THAT the new Board Guidelines BG-HR-10 REVIEW OF DIRECTOR OF LIBRARY SERVICES be approved and adopted. (16-06-07)

MOTION CARRIED.

5.1.4 Operating Policies Updates

5.1.4a Resource Development | Sponsorship | Friends of Library

Manager, Collections Management and Access Corinne McConchie presented the draft policies B-OP-20 RESOURCE DEVELOPMENT, B-OP-21 SPONSORSHIP, and B-OP-22 FRIENDS OF THE LIBRARY along with accompanying management guidelines to the Board

for approval. She stated that these three policies came from the old 3.6 Resource Development policy and that the procedural language was moved to the guidelines.

The Board expressed approval of the draft policies as written and moved to adopt.

MOVED by Linda Munro and SECONDED by Kristine Mactaggart Wright

THAT the Board approve and adopt the following Operating Policies:

- **B-OP-20 RESOURCE DEVELOPMENT**
- **B-OP-21 SPONSORSHIP**
- **B-OP-22 FRIENDS OF THE LIBRARY**

AND THAT it remove the existing policy 3.6 Resource Development. (16-06-08)

MOTION CARRIED.

5.1.4b Public Relations and Media Relations

Corinne McConchie presented the updated draft policy and guideline B-OP-24 PUBLIC RELATIONS / MEDIA RELATIONS to the Board for approval. She noted that only minor edits have been made to the policy based on feedback from the Library's Communication and Events Coordinator.

The Board expressed approval of the updated policy as written and moved to adopt.

MOVED by Mike Little and SECONDED by Ken Lim

That policy B-OP-24 PUBLIC RELATIONS / MEDIA RELATIONS be approved and adopted and that the existing policy 2.5 Public Relations and Media Relations Policy be removed. (16-06-09)

MOTION CARRIED.

6. DISCUSSION

6.1 NVDPL Strategic Planning – Next Steps

Library Staff presented updated versions of the Vision, Mission, and Values statements and Strategic Directions. They included two options for the Vision statement and asked the Board to provide some feedback. After some discussion, the Board opted to use the second option as provided by the Strategic Leadership Team which read, *"Shaping the District's future by inspiring learning, discovery, creativity, and collaboration."*

ACTION: Library Staff will update the draft Strategic Plan 2017-2019 to reflect the Board's decision to use the Vision statement submission from the Senior Leadership Team.

<Kayleigh Doan-Adams – left the meeting at 7:11 PM>

7. ADVOCACY COMMITTEE OF THE WHOLE

MOVED by Mike Little and SECONDED by Ken Lim

THAT the meeting move to the ADVOCACY COMMITTEE of the whole. (16-06-10)

MOTION CARRIED.

<Advocacy Committee of the Whole to Rise and Report – 7:33 PM>

8. STANDING ITEMS

8.1 Updates - Committees

8.1.1 Governance

No updates to report as most items were previously discussed during this meeting.

8.1.2 Human Resources

David Porter reported that the HR Committee discussed, in thorough detail, the Director of Library Services Assessment Survey and that they had now completed the HR policy refresh.

8.1.3 Finance and Infrastructure

Jim Hanson reported that the next meeting of the FIC is scheduled for Wednesday, July 13, 2016.

8.2 Updates – Affiliates

8.2.1 InterLINK

In referencing the attached InterLINK Board Meeting Summary from May 31st, David Porter noted that they have approved their 2016-2019 Strategic Plan and that the published document should be available imminently.

8.2.2 Friends of the Library

Jacqueline van Dyk reported that the current President has stepped down and that their Annual General Meeting is scheduled for Thursday, July 7, 2016.

8.2.3 Council

Jim Hanson reported that there were no library related issues brought before Council.

9. IMPORTANT UPCOMING DATES

Trustees noted the important upcoming dates listed in the Agenda.

10. ADJOURN – 7:43 PM

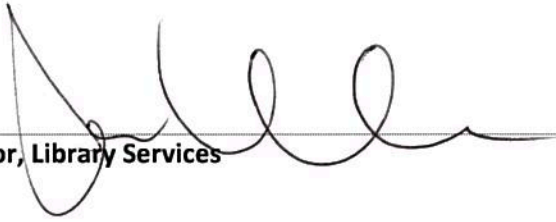
MOVED by Ken Lim

THAT the regular meeting of the NVDPL Board be adjourned. (16-06-11)

MOTION CARRIED.



Library Board Chair 22 September 2016
Date



Director, Library Services 22 Sept 2016
Date