



## REGULAR MEETING of the NVDPL BOARD

THURSDAY, JANUARY 26, 2017 – 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 – Trustee  
Mike Little – Trustee  
Lara Greguric – Trustee  
Kristine Mactaggart Wright – Trustee  
Jim Hanson – Trustee / Council Rep.  
Mark Jefferson – Trustee

#### Library Staff

Jacqueline van Dyk – Library Director  
Alison Campbell – Manager, Community Connections  
Deborah Hudson – Business Manager  
Meghan Crowe – Communications/Events Coordinator

### REGRETS

#### Library Board

Allison Rzen – Trustee  
Phil Webber – Trustee  
Colleen Macmillan – Trustee

#### Library Staff

Corinne McConchie – Manager, Collection Services  
Leanne Erickson – Executive Assistant  
Adam Farrell – Manager, Innovation & Learning

## 1. DIRECTOR OF LIBRARY SERVICES CALLED MEETING TO ORDER – 6:15 PM

## 2. ELECTIONS AND APPOINTMENTS – 6:17 PM

### 2.1 Election of Board Chair

Library Director Jacqueline van Dyk conducted the election process for the position of Library Board Chair. As per Board established process, nominations were conducted by secret ballot. After ballots were submitted, library staff members Alison Campbell and Deborah Hudson exited the room to perform the duties of the “Tellers Committee”. The nominations for Chair were Linda Munro and Mike Little. Linda Munro declined the nomination, and Mike Little was declared 2017 Board Chair by acclamation.

#### 2.1.1 Incoming Chair’s Remarks

Newly elected Board Chair Mike Little noted that he looks forward to making the best use of NVDPL facilities and nurturing relationships with other organizations. He added that there could be a heavy policy workload for 2017 on the Finance and Infrastructure Committee. He requested that all

Trustees think about what committees they would like to participate on for discussion and decision later on in the meeting.

## **2.2 Election of Vice-Chair**

Board Chair Mike Little conducted the election process for Library Board Vice-Chair. It was asked whether nominations had to be conducted by secret ballot and Jacqueline van Dyk responded that this was the established practice of the Board. Mark Jefferson asked if Trustees could raise their hands to nominate, Jim Hanson nominated Linda Munro for Vice Chair, and Mike Little asked if there were any additional nominations to which no one responded. Linda Munro accepted the nomination and Mike Little acclaimed Linda Munro as 2017 Vice Chair.

## **3. ADOPTION OF AGENDA**

Board Chair Mike Little asked if there were any errors, omissions, or additions that needed to be made in reference to the Agenda. There were none.

Mike Little referenced communication received from Trustee Phil Webber on January 26, 2017 along with his regret that he was not able to attend the January 26, 2017 Board Meeting. In his communication, Phil Webber requested that Agenda **item 5.3.1 Letter from KPMG re: 2016 External Audit** and **item 5.3.7—Email thread re: Manager, Welcoming Initiatives** be pulled from the Consent Agenda for discussion. Kristine Mactaggart Wright also requested further discussion on item **5.2.4—2016 Year in Review**. These items were pulled from the Consent Agenda for discussion following adoption of the Consent Agenda.

**MOVED by Mark Jefferson and SECONDED by Linda Munro**

**THAT the agenda for the January 26, 2017 regular meeting of the Board be adopted as amended.**  
(17-01-01)

**MOTION CARRIED.**

## **4. STANDING REPORTS**

### **4.1 Director's Report**

Library Director Jacqueline van Dyk reported that she attended the award ceremony for the 2017 British Columbia National Award for Canadian Non-Fiction with Trustee Kristine Mactaggart Wright.

Jacqueline van Dyk announced the current Executive Director of the BC Libraries Cooperative, Ben Hyman, will be leaving the BCLA and taking a position as University Librarian for Vancouver Island University. She also reported a new Chief Librarian was appointed for North Vancouver City Library— Deb Koep. Deb Koep is the outgoing Deputy Chief Librarian for West Vancouver Memorial Library, and Jacqueline looks forward to building on their strong relationship as Deb assumes her new role.

Jacqueline van Dyk noted that a patron wrote a beautiful letter to NVDPL regarding the value of learning in the Library's community setting (Agenda Item 5.1.2). Jacqueline van Dyk attended one of the Discussion Lounge sessions at Parkgate Library to present information on the Strategic Plan. She also brought attention to the handout 'Inspiring Stories', which highlights the letter and the programs taking place.

Jacqueline van Dyk noted that it was a productive week at the Library with the introduction of three new Branch Coordinator positions. The integration of these completes a major component of the Library's re-organization that has taken place over the last three years. Branch Coordinators will manage daily operations at each branch. Next steps are completing recruitment for a dedicated Children's Librarian at Lynn Valley, and a cross-system Teen Engagement Librarian. These 'new' positions were created through the timely re-framing of existing positions to improve services and efficiencies. Jacqueline van Dyk advised the Board that Jason Johnson is the new DNV HR Advisor for the Library. Jason and Jacqueline completed interviews for candidates for the Manager of Collections Services position which included four external and two internal candidates; a decision has been made and an offer is currently being drawn up with DNV HR for delivery on Friday, January 27, 2017.

## 5. 5.1 CONSENT AGENDA

**MOVED by Lara Greguric and SECONDED by Kristine Mactaggart Wright**

**THAT the Consent Agenda be adopted as amended;**

**AND THAT the Minutes of the Regular Meeting of the Board—November 24, 2016, be approved.**  
(17-01-02)

**MOTION CARRIED.**

## 5.2 2016 Year in Review

Kristine Mactaggart Wright was glad to hear about the upcoming position of Teen Engagement Librarian, and commented on North Vancouver's demand and need for more community events and programs for teens and more specifically, tweens aged 10-13. She suggested literary inspired movie nights, author talks, presentations from people like Sexual Health Education Saleema Noon, essay contests, and more. Director Jacqueline van Dyk added that the Library has a Teen Advisory Group (TAG), and that management held discussions with the TAG about the new Teen Engagement Librarian role and how NVDPL can better serve teens. There are twenty teens in the group. In addition, Manager of Community Connections Alison Campbell emphasized the value the Teen Librarian position will add to NVDPL in being able to focus and serve teens and tweens.

Linda Munro asked what metrics make up "Digital Visits" in Agenda Item 5.2.4—2016 Year in Review. Jacqueline van Dyk commented there is a strict definition for the provincial government to ensure they are measured the same across all libraries; Digital Visits include catalogues, e-books and databases.

### 5.3 Letter from KPMG re: 2016 External Audit

Board Chair Mike Little referenced Phil Webber's communication regarding Agenda Item 5.3.1 **Letter from KPMG re: 2016 External Audit** and asked if any action was required moving forward. Jacqueline van Dyk noted that the audit will take place in February 2017. Trustees had no additional questions or concerns. [Note: The Audit Planning Letter from KPMG was officially received by the Board's Finance and Infrastructure Committee at the FIC Meeting on October 19, 2016.]

### 5.4 Email thread re: Manager, Welcoming Initiatives

Board Chair Mike Little referenced Phil Webber's communication regarding Agenda Item 5.3.7—**Email thread re: Manager, Welcoming Initiatives**. Library Director Jacqueline van Dyk confirmed that the Pay Band for the new Manager, Welcoming Initiatives was already budgeted for 2017 at the required level, due to the fact that the 2017 budget was based on the previous incumbent's Pay Band.

In further reference to Phil Webber's communication, Mike Little asked for confirmation that the Library's CFO is in agreement with all matters concerning the hiring of the new Manager, Welcoming Initiatives. Jacqueline van Dyk responded that she will be sure to make the confirmation.

**ACTION: Jacqueline van Dyk to check in with Andy Wardell to confirm he is in agreement with all matters concerning the hiring of the new Manager, Welcoming Initiatives.**

Mike Little referenced Phil Webber's communication regarding a final procedural question regarding the Minutes of the In-Camera Meeting on December, 2016.

Business Manager Deborah Hudson noted that the Minutes of the December 2016 In-Camera Meeting would be distributed in advance of the next In-Camera Meeting, and that normally any questions regarding those Minutes would be discussed at the In-Camera Meeting. Board Chair Mike Little stated he will give this as a direction at the next In-Camera Meeting. Mike Little deferred discussion on the Minutes of the In-Camera Meeting of December 2016 to the next In-Camera Meeting.

Mike Little asked Trustees if there were any further discussion items from Phil Webber's correspondence; hearing none, Mike Little moved to the next item on the Agenda.

## 6. BOARD ACTION ITEMS

### 6.1 Motion Required

#### 6.1.1 Committee Appointments

##### NVDPL Board Standing Committee Appointments

- **Finance and Infrastructure Committee:** Lara Greguric; Mike Little; Jim Hanson; Jacqueline van Dyk (Ex-officio).



- **Governance Committee:** Phil Webber, Linda Munro, and Kristine Mactaggart Wright; Mike Little (Ex-officio). Jacqueline van Dyk (Ex-officio).
- **Human Resources Committee:** Mark Jefferson, Phil Webber, Allison Rzen; Mike Little; Jacqueline van Dyk (Ex-officio).
- **Advocacy Committee:** Linda Munro will Chair this Committee of the Whole.

Colleen MacMillan was considered for the Finance and Infrastructure Committee. As Colleen MacMillan was not at the meeting, and had not expressed a specific preference in advance, her appointment will need to be confirmed.

#### **InterLINK Board Designate and Alternate**

Jacqueline van Dyk advised there are about four or five meeting of the InterLINK Board per year, which take place near MetroTown Centre in Burnaby. Following discussion, both Lara Greguric and Board Chair Mike Little offered to represent the NVDPL Board on the InterLINK Board, but each needed to confirm some dates as the timing of the meetings would represent significant scheduling challenges. The NVDPL Board's InterLINK Board Designate and Alternate will be confirmed at the next meeting of the NVDPL Board.

#### **6.1.2 Regular Board Meeting Schedule for 2017**

Board Chair Mike Little noted that the proposed Regular Board Meeting Schedule for 2017 was designed to evenly distribute the workload throughout the year, as a two month break in the summer is quite long. The new schedule contains a break in March but leaves a placeholder date in August in case there is need for a meeting throughout the summer. Trustees discussed options for the schedule, nothing that long breaks make it difficult to stay informed. Suggestions included alternate months of Committee Meetings and Regular Meetings, or adding Committee Meetings adjacent to Regular Meetings. Mike Little suggested item **6.1.2 Regular Board Meeting Schedule for 2017** be approved as is, with the flexibility to make changes as the year progresses.

**MOVED by Jim Hanson and SECONDED by Linda Munro**

**THAT the Board approve the proposed schedule for the regular meetings of the NVDPL Board for the 2017 term, including the place-holder for a possible meeting in August, and the Board's Holiday Dinner on December 7, 2017. (17-01-03)**

**MOTION CARRIED.**

#### **6.1.3 Board Micro-Budget**

Business Manager Deborah Hudson gave a brief overview of the Board's Micro-budget, noting a fairly consistent budget year over year since 2015. One change in 2017 will be the removal of Strategic Planning related costs from the "Education/Conferences/Workshops/Consultants and Travel" line of the Micro-budget, as the work is now complete. Deborah Hudson added that there will therefore be approximately \$4,000 will be available for Board members to attend conferences and workshops, etc.

Deborah Hudson inquired whether, since the Board's HR Committee recently recommended that \$5,000 be allotted to professional development courses for the Library Director, if the Board might consider utilizing surplus funds in the Board's 2017 Micro-budget to support the related professional development costs. Board Chair Mike Little noted that the specific source of funding for the \$5,000 to support the Library Director's professional development was not previously discussed. It was agreed that there was no conflict in using the Board's Micro-Budget to support the Library Director's professional development. Mike Little stated the Board has the ability to assign funds as matters arise. Mark Jefferson agreed that in previous years the Board agreed to find necessary funds for important issues that may emerge.

**MOVED by Linda Munro and SECONDED by Kristine Mactaggart Wright**

**THAT the Board approve the use of undesignated funds from the education component of the Board's Micro-Budget to support the Library Director's professional development goals. (17-01-04)**

**MOTION CARRIED.**

In regard to training initiatives for Board Members, Library Director Jacqueline van Dyk announced that the next BCLA Trustee Orientation Program (TOP) Training Date is in Squamish on March 25, 2017. Linda Munro commented that TOP Training was incredibly valuable and recommended that Trustees register if they have not already attended a session.

**MOVED by Mark Jefferson and SECONDED by Lara Greguric**

**THAT the Board expenditures in 2017 be allocated in accordance with the suggested "Micro-Budget" as outlined in Agenda Item 6.1.3. (17-01-05)**

**MOTION CARRIED.**

#### **6.1.4 BCLTA Annual Dues**

**MOVED by Kristine Mactaggart Wright and SECONDED by Linda Munro**

**THAT the Library Board approve the BCLTA Membership dues of \$3051.00 for the year February 1, 2017 to January 31, 2018. (17-01-05)**

**MOTION CARRIED.**

#### **6.1.5 Director's Work Plan for 2017**

Library Director Jacqueline van Dyk presented the Work Plan as a higher-level plan, which seeds other reports and work plans created by the Library's Strategic Leadership Team.

Mark Jefferson asked to revisit the Board's previous discussion regarding the development of a Digital Creation Lab [Reference: Minutes of the NVDPL Board Meeting of October 27, 2016] and asked staff to provide a full Business Plan for the Digital Creation Lab that includes a terms of reference, background, metrics, and operational, implementation, and lifecycle costs and considerations.

Business Manager Deborah Hudson noted that a Business Case for the Digital Creation Lab had been submitted to the District of North Vancouver as part of NVDPL's Capital Budget Request for 2017 and that NVDPL staff worked closely with the DNV Finance Department in developing the Business Case Budget. Mark Jefferson clarified that the Business Plan he would like to see developed would be of a more detailed scale than the Business Case already developed to defend and rationalize the request for funds, but that it should still only be about three pages in length. Deborah asked for clarification on whether the Business Plan was to be developed for information or for decision; Board Chair Mike Little confirmed it would be both. Mike Little noted that the Board had made a commitment to the project but that they are not locked in to pursuing it.

Kristine Mactaggart Wright acknowledged that the Digital Lab is in the Strategic Plan 2017-2019, but that the business plan would clarify timelines, costs, and justify why up to \$150,000 in Board Surplus Funds may be allocated to the Digital Lab instead of an outreach vehicle, for example. She suggested that the requested Business Plan should both confirm the details of the project and defend the project.

Board Chair Mike Little invited Business Manager Deborah Hudson to engage in a further conversation "off-line" with himself, Mark Jefferson, and Kristine Mactaggart Wright as the Business Plan is developed. Kristine Mactaggart Wright and Board Chair Mike Little both agreed that the Digital Creation Lab will make specialized digital technology and the development of digital literacy more accessible to local residents that may not otherwise have such opportunities.

***ACTION: Business Manager Deborah Hudson to provide the Board with a Digital Creation Lab Project and Business Plan at the meeting of the NVDPL Board in March 2017. [As there will not be a Board Meeting in March, the Business Plan will be provided at the Board Meeting in April.]***

**MOVED by Linda Munro and SECONDED by Mark Jefferson**

**THAT the Board supports the 2017 Annual Work Plan of the Library Director as presented.  
(17-01-06)**

**MOTION CARRIED.**

## **7. STANDING ITEMS**

### **7.1 Updates – Committees**

#### **7.1.1 Advocacy**

Vice Chair Linda Munro explained that every other meeting of the NVDPL Board, the Advocacy Committee of the Whole takes place, to devote time to discuss advocacy and what NVDPL Board Members can do to help promote NVDPL in the community.

Last year, each Trustee partnered with a DNV Council Member or Trustee from a local organization, such as the North Vancouver School District, to discuss library matters, including upcoming events as noted in the Regular Meeting Agendas, and to discuss community issues. Board Chair Mike Little and Vice Chair Linda Munro asked trustees to consider if they would like to refresh or change partners, in order to expand reach and network. It was suggested that Board Members email Vice Chair Linda Munro if they would like the opportunity to meet with new community leaders.

Board Members expressed their hope to build and expand upon relationships with the local Indigenous communities. Board Chair Mike Little noted that Charlene Grant from the District of North Vancouver could be consulted in regards to existing local First Nations relationship agreements. Manager of Community Connections Alison Campbell added that NVDPL is reaching out about the potential development of a community discussion relating to the “pipeline” project. Alison Campbell agreed with Mark Jefferson’s note on the importance of building relationships with First Nations in advance of developing programs. Board Chair Mike Little recommended Mayor Richard Walton is a knowledgeable contact for further information. Jim Hanson also reported that he serves on the DNV’s Aboriginal Relationship Committee.

#### **7.1.2 Finance and Infrastructure**

No meetings have been held; nothing to report.

#### **7.1.3 Governance**

No meetings have been held; nothing to report.

#### **7.1.4 Human Resources**

No meetings have been held; nothing to report.

## **7.2 Updates – Affiliates**

### **7.1.2 InterLINK**

Library Director Jacqueline van Dyk noted that the next meeting of InterLINK is scheduled for February 28. Board Chair Mike Little confirmed that someone must be appointed at the next Regular Board Meeting so that the NVDPL Board will be represented at the meeting on February 28, 2017.



8. **IMPORTANT UPCOMING DATES**

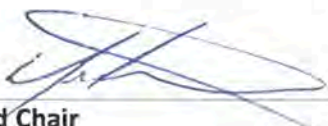
Trustees noted the important upcoming dates on the Agenda.

9. **ADJOURN – 8:00 PM**

**MOVED** by Kristine Mactaggart Wright

**THAT** the regular meeting of the NVDPL Board be adjourned. (17-01-07)

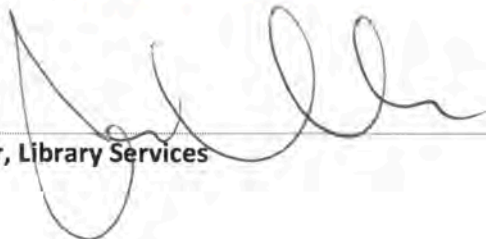
**MOTION CARRIED.**



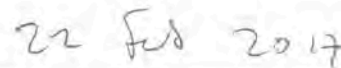
Library Board Chair



Date



Director, Library Services



Date