



North Vancouver District
Public Library

CONNECTING COMMUNITY. SHARING KNOWLEDGE. INSPIRING STORIES

REGULAR MEETING of the NVDPL BOARD

THURSDAY, OCTOBER 27, 2016 – 5:15 PM

Lynn Valley Library – Program Room, 1st 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
Mark Jefferson – Trustee
Mike Little – Trustee
Phil Webber – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Adam Farrell – Mgr., Innovation & Learning
Alison Campbell – Mgr., Community Connections
Corinne McConchie – Mgr., Collection Services
Deborah Hudson – Business Manager
Leanne Erickson – Executive Assistant
Meghan Crowe – Communications/Events Coord.

Guests

Richard Walton – Mayor, DNV
Andy Wardell – DNV, Director-Financial Svs.
Rick Danyluk – DNV, Mgr.-Financial Planning
Michael Shoop – Consultant

REGRETS

Library Board

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

BLUE SKY with GUEST, MAYOR RICHARD WALTON

Facilitated by Strategic Planning Consultant Michael Shoop, the Board and the District of North Vancouver Mayor Richard Walton discussed his vision of the future of libraries for approximately one hour. *(A complete summary will be provided in the agenda package for the Nov. 24th Advocacy Committee of the Whole meeting.)*

<Mayor Richard Walton left the meeting at 6:14 PM>

<Michael Shoop left the meeting at 6:16 PM>

1. CALL MEETING TO ORDER – CHAIR – 6:20 PM

2. ADDITIONAL ITEMS FOR AGENDA

MOVED by Allison Rzen and SECONDED by Ken Lim

THAT the agenda for the October 27, 2016 regular meeting of the NVDPL Board be approved. (15-10-01)

MOTION CARRIED.

3. STANDING REPORTS

3.1 Board Chair

Nothing to report.

3.2 Director's Report

Library Director Jacqueline van Dyk reminded the Board about the social event with the North Vancouver City Library Trustees immediately following the regular meeting. To facilitate discussion at the event, she asked the Board participate in the exercise of sharing notable accomplishments and challenges on the materials provided.

In response to a query from Trustee Allison Rzen, Vice-Chair Linda Munro and Jacqueline van Dyk provided some background on how the joint meetings and social events with the NVCL Board came about. As the two libraries often serve the same patrons, it was decided that coordinating the services and collaborating on events and programs would be beneficial.

<Andy Wardell arrived at 6:25 pm>

<Rick Danyluk arrived at 6:28 pm>

3.3 Financial

In reviewing the NVDPL Report on Operations - As at September 30, 2016, Trustee Phil Webber sought clarification from Acting CFO Andy Wardell on two points: why donations and grants were listed under Expenditures in the operating budget; and why there was such a large variance under Library Materials under Capital projects. Andy Wardell explained that donations and grants are not budgeted for due to the random nature of their receipt. Any donations and grants received are added to Revenues as they are received, and when these specific funds are spent during the year, the resulting purchases are shown under Expenditures. Jacqueline van Dyk provided information on the collection renewal gap, noting that there are many acquisitions during the end of the year. Andy Wardell added that the library usually makes bulk purchases in the spring and fall.

MOVED by Mike Little and SECONDED by Phil Webber

THAT the report titled, "NVDPL Report on Operations - As at September 30, 2016" be received and endorsed by the Board. (16-10-02)

MOTION CARRIED.

4. CONSENT AGENDA

4.1 Operational Approval

MOVED / SECONDED by ML, AR

THAT the consent agenda be adopted, including the following motions:

- THAT the updated B-OP-17 MEETING ROOMS be approved and adopted by the Board;
- THAT the Library Board approve a library closure on Wednesday, December 7 from 9:00 AM to 2:00 PM;

AND THAT Tuesday, December 13 revert to a regularly scheduled open day.

AND THAT the regular minutes of the Board – September 22, 2016 are approved. (16-10-03)

MOTION CARRIED.

5. BOARD ACTION ITEMS

5.1 Motion Required

5.1.1 2016 Operating Amendments and 2017 Capital Budget Requests

Acting CFO Andy Wardell and DNV Manager, Financial Planning Rick Danyluk presented the report and provided clarification on the details of the report as required. Phil Webber and Mark Jefferson both expressed a desire for more information on the Digital Creation Lab. It was noted that the Digital Creation Lab was discussed during the Board's strategic planning process this past year, and that in the Library's published Strategic Plan 2017-2019 under Strategic priority #2: Transform our Digital Environment, one of the projects listed is to "Explore the opportunity to launch a digital creation lab". Business Manager Deborah Hudson noted that the Strategic Leadership Team had conducted research at other libraries and had met with consultants and contractors to obtain quotes in support of the development of the Digital Creation Lab Business Case for the Capital Budget Request. Deborah Hudson read to the Board the introductory paragraphs to the Digital Creation Lab Business Case:

NVDPL has the opportunity to be a leader in digital creation and digital literacy for the District of North Vancouver. Libraries have established a long history providing up-to-date digital technology and fostering digital literacy, and are now leading the way in the development of community maker spaces and digital creation spaces. This planned expansion of the Library's existing digital offerings strongly aligns with the DNV OCP and with NVDPL's Strategic Framework and Strategic Plan 2017-2019, both endorsed by the Board.

With the migration of NVDPL's servers to DNV's server hosting farm, this has freed up space in the Lynn Valley Library that can be renovated and turned into digital creation space, while the Tech Program Space can be updated to provide complementary support programs. The vision for this space includes video production space with green screen, a "professional standard digital sound booth", equipment to digitize analogue content – including producing material for print disabled patrons - and specialized

software to create and edit digital content that can be showcased at NVDPL and throughout the District of North Vancouver.

It was noted that the full amount of the capital budget request for this project is conditional on the availability of 50% funding (\$152,500) from the Library Surplus, and a successful application for a matching grant from the Canada Cultural Spaces Fund. Andy Wardell explained that the Board needed to approve in principle the use of Library Surplus funds toward the Digital Creation Lab for the project to be included in the Library's Capital Budget Request, for presentation to DNV Council for approval. Andy Wardell further noted that DNV Council approval, for the 2017 Budget, will be conditional on the requisite funds being available in the Library Surplus Fund at 2016 Year End and a successful grant application. Assuming DNV Council's conditional approval, any necessary amendments can be made at a later date.

ACTION: Business Manager Deborah Hudson to have the Digital Creation Lab Business Case available for Board Members at the next meeting of the Board.

MOVED by Allison Rzen SECONDED by Phil Webber

THAT the Library Board approve the 2016 Operating Budget Amendments, including allocating the \$51k board contingency to Internet Improvements and the Public Announcement (PA) system for submission to Council. (16-10-04)

MOTION CARRIED.

MOVED by Phil Webber SECONDED by Mike Little

THAT the Library Board approve the 2017 Capital Renewal Budget (\$832k) for submission to Council. (16-10-05)

MOTION CARRIED.

MOVED by Phil Webber SECONDED by Ken Lim

THAT the Digital Creation Lab (\$305k), subject to available Library surplus and successful federal grant funding of 50% of costs, for submission to Council. (16-10-06)

MOTION CARRIED.

5.1.2 2017 Operating Budget Requests

The Board expressed approval of the report, as presented.

MOVED by Allison Rzen and SECONDED by Mike Little

THAT the Library Board approve the 2017 Operating Budget Submission and forward to council. (16-10-07)

MOTION CARRIED.

<Rick Danyluk left the meeting at 7:34 pm>

<Andy Wardell left the meeting at 7:35 pm>

5.1.3 Human Resources Policy Update

B-OHS-03 POSITIVE WORKPLACE ENVIRONMENT: ANTI-BULLYING AND HARASSMENT

The Board expressed approval of the updated policy, as presented.

MOVED by Allison Rzen and SECONDED by Ken Lim

THAT the updated policy B-OHS-03 POSITIVE WORKPLACE ENVIRONMENT: ANTI-BULLYING AND HARASSMENT be approved and adopted. (16-10-08)

MOTION CARRIED.

5.1.4 Operating Policy Update

B-OP-20 RESOURCE DEVELOPMENT

The Board expressed approval of the updated policy, as presented.

MOVED by Mike Little and SECONDED by Mark Jefferson

THAT the updated policy B-OP-20 RESOURCE DEVELOPMENT be approved and adopted. (16-10-09)

MOTION CARRIED.

6. DISCUSSION

****Due to time restrictions, all items below were deferred to the next regular meeting of the NVDPL Board on Thursday, November 24, 2016.****

6.1 Non-traditional Circulating Collection and Libraries

6.2 Library Board Strategic Planning Debrief

6.3 Board Annual Review 2016 - Results

7. STANDING ITEMS

****All updates from the Committees and Affiliates will be discussed at the next regular meeting of the Board on Thursday, November 24, 2016.****

