

## Minutes of the March 14, 2024 Library Board meeting

### Attendance

#### Board members

- H. Allan
- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- R. Jamal
- E. Luptakova
- P. Somji

#### Staff members

- D. Hutchison Koep, Chief Librarian
- M. Liddle, Manager of Operations
- S. Tarcea, Manager of Public Services
- L. Wright, Recording Secretary

#### Regrets

- T. Valente
- Z. Spenta, Student Advisory Trustee

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The meeting was called to order at 6:03 p.m. and opened with a territorial acknowledgement by Trustee R. Bouchard. The opening circle was facilitated by Trustee P. Somji.

Trustee A. Hazfi joined the meeting at 6:04 p.m.

### Presentation

Andrea Carey, Chief INclusion Officer at INclusion INcorporated, spoke to the draft DEI audit results and framework. Andrea described the process that has taken place, highlighted key learnings and introduced a commitment statement and framework for action built around five “pillars”: governance, staff, operations, programs and services and community connections. She acknowledged the work of the staff advisory committee that has helped to shape the work.

Trustee B. Harvey thanked A. Carey for her presentation.

### Adoption of minutes

1. Minutes of the February 22, 2024 Board meeting

**Moved by Trustee D. Brown, seconded by Trustee A. Hazfi**

**THAT the minutes of the February 22, 2024 Library Board meeting be adopted.**

**CARRIED**

- a. Business arising from the February 22, 2024 Board meeting

All business arising has been referred to staff, is in progress, and/or complete.

## Consent agenda items

2. Committee minutes
  - a. Finance committee (March 6, 2024)
3. 2024 Calendar of events
4. Council information report – City Library highlights (January 2024 – includes March 2024 calendar of events)
5. City Library draft core service profiles
6. 2023 Year-end survey results
  - a. Public survey results
  - b. Partner survey results

Chief Librarian D. Hutchison Koep clarified that the City's core service review exercise is for the purpose of creating metrics to illustrate to the community how the City is doing and show alignment with their strategic plan. The KPIs will be used to track and evaluate City services.

**Moved by Trustee D. Brown, seconded by Trustee E. Luptakova**

**THAT the consent agenda items 2 through 6 be adopted.**

**CARRIED UNANIMOUSLY**

## Reports

7. Chair

Trustee B. Harvey reported that interviews with Council as part of the strategic planning process will likely take place in April.

8. Chief Librarian
  - a. 2024 Budget update

Chief Librarian D. Hutchison Koep reported that Council received a revised budget, and no further comments or questions were raised for the library. Council directed staff to prepare a bylaw, and it is unlikely anything from the library's budget will change at this point.

Chief Librarian D. Hutchison Koep noted that Kung Jaadee, the library's Indigenous storyteller in residences, has been invited to attend the April Board meeting.

9. Councillor

No report.

10. Advocacy

Trustee E. Luptakova reported that Trustees B. Harvey and R. Bouchard will be meeting with Council one-on-one in relation to strategic planning this year, and as a result the committee is encouraging trustees to exercise advocacy through their participation in library events, rather than through one-to-one connections with Councillors.

11. Finance

a. 2023 Year-end financials

Trustee A. Hazfi reported on the 2023 year-end financials. Chief Librarian D. Hutchison Koep noted that the audited financials will be ready in time for the April Board meeting. Chief Librarian D. Hutchison Koep commented that we were where we expected to be at year-end with a modest surplus.

Chief Librarian D. Hutchison Koep commented that a long standing financial practice is to budget for physical books and audiovisual materials in the operating budget; however, these are considered capital because they have a useful life of more than one year. As a result, they are capitalized and depreciated at year-end and corresponding entries are reflected in the year-end operating statements.

**Moved by Trustee R. Bouchard, seconded by Trustee R. Jamal**

**THAT the North Vancouver Library Board approve the 2023 year-end financials (unaudited).**

**CARRIED UNANIMOUSLY**

12. Student Advisory Trustee

No report.

13. Trustee reports

Trustee D. Brown reported on the first InterLINK meeting of 2024, and noted he will sit on the governance committee. Key items at the meeting were the approval of the draft provincial report for the annual libraries grants and approval of the 2024 budget.



## New business

### 14. 2023 Year-end report

Chief Librarian D. Hutchison Koep reviewed highlights from the library's 2023 activities.

Chief Librarian D. Hutchison Koep clarified that there is a difference in numbers for registered borrowers versus resident borrowers (with a City address).

Chief Librarian D. Hutchison Koep noted that some data was not collected, such as identity, as this is done by a 3<sup>rd</sup> party – we will likely gather this information every couple of years.

Sarah Tarcea, Manager of Public Services, commented on the decline in numbers for community partners. Previous numbers were inflated when multiple contacts at a single organization were counted as separate partners.

**Moved by Trustee H. Allan, seconded by Trustee E. Luptakova**

**THAT the North Vancouver Library Board accept the 2023 year-end report.**

**CARRIED UNANIMOUSLY**

### 15. 2023 Provincial public library grant report

Chief Librarian D. Hutchison Koep commented on the context for this report.

Chief Librarian D. Hutchison Koep commented that areas noted as "high concern" reflect situations where existing resources are not sufficient to adequately address the concern. Other issues that are troubling and impactful may not be ranked as "high concern" because library resources and services are effectively addressing the issue. She acknowledged this is a subjective rating.

**Moved by Trustee R. Bouchard, seconded by Trustee D. Brown**

**THAT the North Vancouver Library Board receive and approve the 2023 Provincial public library grant report.**

**CARRIED UNANIMOUSLY**

### 16. Draft DEI framework for City Library

Chief Librarian D. Hutchison Koep commented that the action plan will be built out with the EDI staff advisory committee and the goal is to weave the framework for inclusion and the new strategic plan together where possible.

Chief Librarian D. Hutchison Koep commented that INclusion INcorporated will provide a final report with a summary of findings, together with the framework and action plan in time for the May or June Board meeting.

**Moved by Trustee P. Somji, seconded by Trustee E. Luptakova**

**THAT the North Vancouver Library Board approve the draft DEI framework.**

**CARRIED UNANIMOUSLY**

17. Strategic planning

- a. Report on First Nations, municipal, partner and library sector strategies

Chief Librarian D. Hutchison Koep presented emerging themes and priorities derived from an in-depth review of strategic plans and similar documents from Squamish Nation, Tsleil-Waututh Nation, the City of North Vancouver, our key partners and the library sector.

Trustees commented that it was helpful to see all the information synthesized, and thanked library staff Walter Zicha and Coco Nielsen for conducting the extensive research.

## Adjournment

**Moved by Trustee P. Somji, seconded by Trustee D. Brown**

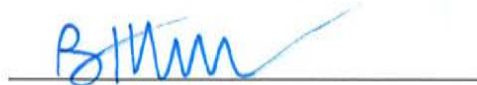
**THAT the North Vancouver City Library Board meeting be adjourned.**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:22 p.m.

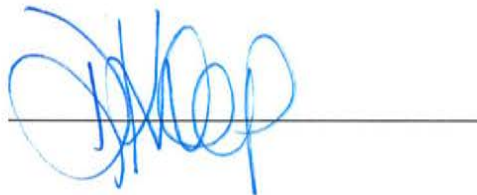
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Brendan Harvey  
**Board Chair**



Date April 18, 2024

Deb Hutchison Koep  
**Secretary**



Date April 18/24