

## Minutes of the April 18, 2024 Library Board meeting

### Attendance

#### Board members

- H. Allan
- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- R. Jamal
- E. Luptakova
- P. Somji (online)
- T. Valente (online)
- Z. Spenta, Student Advisory Trustee

#### Staff members

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

#### Regrets

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The meeting was called to order at 6:01 p.m. and opened with a territorial acknowledgement by Trustee A. Hazfi. The opening circle was facilitated by Trustee H. Allan.

Trustee T. Valente joined the meeting at 6:04 p.m.

### Presentations

1. Introduction of Kung Jaadee, Indigenous Storyteller in Residence

Kung Jaadee, City Library's inaugural Indigenous storyteller in residence, was introduced and shared the meaning of their name and ancestry. Kung Jaadee spoke to the programs they are presenting at the library, as well as the play they are writing.

### Adoption of minutes

1. Minutes of the March 14, 2024 Board meeting

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

**THAT the minutes of the March 14, 2024 Library Board meeting be adopted.**

**CARRIED**

- a. Business arising from the March 14, 2024 Board meeting

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

## Consent agenda items (2 through 7)

2. February + March Chief Librarian report
3. Committee minutes
  - a. Advocacy committee (March 6)
  - b. Governance committee (April 9)
4. 2024 Calendar of events
5. 2023 Year-end survey results – Staff engagement survey results
6. Employee health & wellness fund policy (updated for 2024)
7. Correspondence
  - a. Letter to J. Ngo, Coast Capital Branch Manager re: Shred-it thank you

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

**THAT the consent agenda items 2 through 7 be adopted.**

**CARRIED UNANIMOUSLY**

## Reports

8. Chair

Trustee B. Harvey reported on strategic planning meetings with members of Council and the Chief Financial Officer, which are in progress.

A comment was made that the museum may be going through a similar process and there may be parallels with the research being done. Chief Librarian D. Hutchison Koep will reach out to Zoe Mackoff de Miranda, MONOVA Director.

9. Chief Librarian

Chief Librarian D. Hutchison Koep reported that the 2024-2028 financial plan bylaw is scheduled for adoption at the April 22, 2024 Council meeting.

Chief Librarian D. Hutchison Koep commented that several library projects have been requested for appropriation at the April 22, 2024 meeting as the projects are ready to go.

Chief Librarian D. Hutchison Koep noted North Vancouver Recreation and Culture Commission is developing an arts and culture strategy and the library has been included in preliminary conversations as a critical partner.

#### 10. Councillor

Trustee T. Valente reported on the endorsement of the 2024 property tax increase at 6.9%, and commented on other items of interest – extension of the provincial electric kick scooter pilot project for an additional four years; the Upper Levels Greenway project; and short-term rental business licence considerations as a result of the new provincial government regulations.

Trustee T. Valente shared positively on a delegation from the Immigrant Link Centre Society on increasing food security through zero food waste – volunteers collect and distribute surplus and unsold food from grocery stores to community at no cost. Trustee T. Valente also participated in a very moving “Making Ends Meet” poverty simulation – an interactive experience where participants take on the role of low-income family members – hosted by the Harvest Project and SFU psychology department.

#### 11. Advocacy

##### a. 2023-2024 Advocacy plan – updated

Trustee E. Luptakova highlighted the updated advocacy plan and commented that the primary audience for the advocacy plan is currently City Council, and there may be further connections after the completion of the strategic plan.

A comment was made that the language in the plan should read “two years” as it spans 2023-2024.

A comment was made that Objective 1 could be updated to include two presentations to Council in the year: the annual update (late spring/early summer) and a preview of the coming year (fall). Chief Librarian D. Hutchison Koep will confirm with the City’s Chief Financial Officer if it is beneficial going in front of Council in the fall given we will also be presenting our strategic plan to them as well this year.

Chief Librarian D. Hutchison Koep noted that media outreach is an operational activity, and the library has good connections with local media. Trustee T. Valente commented that Council does not generally receive media updates.

#### 12. Finance

##### a. 2023 DRAFT auditors’ report

Trustee A. Hazfi commented that the audit was “clean” and the financial position of the Library as of December 31, 2023 was presented fairly.

Chief Librarian D. Hutchison Koep reviewed the background for the adjusted and unadjusted differences and clarified neither meets the threshold for “materiality”, which is \$165,000.

b. 2023 DRAFT audited financial statements

Trustee B. Harvey commented that the finance committee elected to not meet with the auditors, but the auditors do speak to him in his role as the Chair. There are no concerns with the independence of the audit – it is a single auditor for the City, library, and museum.

Chief Librarian D. Hutchison Koep commented that the surplus from 2023 operations is \$66,890. A further \$370,000+ will need to be carried over from the provincial enhancement grant to fund approved projects.

**Moved by Trustee R. Bouchard, seconded by Trustee H. Allan**

**THAT the North Vancouver Library Board approve the draft 2023 audited financial statements as presented.**

**CARRIED UNANIMOUSLY**

13. Governance

Trustee R. Jamal commented on the responsibilities of the committee and the processes put in place to practice good governance. Goals for this year include developing a revised trustee skills matrix, continued work on policy review, and making recommendations to committee structure and composition.

14. Student Advisory Trustee

Student Advisory Trustee Z. Spenta reported on teen activities, including more work on the teen zine over the summer, and collaborative work with North Vancouver District Public Library for the annual writing contest and summer reading club.

15. Trustee reports

Trustee E. Luptakova commented on her participation in the library small grants selection process.

Trustee P. Somji attended a workshop entitled – “Who are our stakeholders?”

Trustee T. Valente and Trustee A. Hazfi left the meeting at 7:25 p.m.

## New business

### 16. Strategic planning: Staff report on resiliency

M. Liddle, Manager of Operations, and L. Mackenzie, Acquisitions Supervisor, presented on the staff group's findings on resiliency.

M. Liddle noted that this is the first time that this topic has been considered in strategic planning.

A comment was made that it is concerning there is no dedicated funding for emergency planning. Chief Librarian D. Hutchison Koep responded that we have \$30,000 set aside from the provincial enhancement grant to further develop emergency plans with North Shore Emergency Management.

M. Liddle commented that an assessment of our HVAC system is required to determine if the existing system can be optimized for the way the library is being used now or gather the evidence for an upgrade.

M. Liddle noted that the City is replacing our lights with LED, which will improve both sustainability and visibility, given they are brighter.

A comment was made that public education about climate change may prompt controversy. Chief Librarian D. Hutchison Koep responded that the "truth and trust" research will address misinformation and disinformation and look at emerging practice to strengthen critical thinking.

### 17. Strategic Planning: Staff report on inclusion

S. Tarcea, Manager of Public Services, presented on the staff group's findings on inclusion.

Chief Librarian D. Hutchison Koep commented that the priorities from the inclusion framework and action plan are functional with the idea they can be more readily interwoven into the strategic plan, respecting our organizational capacity.

S. Tarcea clarified that "no dedicated staff" means that staff who are doing this work are not dedicated specifically to inclusion, and are doing inclusion work "off the sides of their desks." Chief Librarian D. Hutchison Koep commented it is an accepted wise practice to have a staff member dedicated to inclusion work at a leadership level.

A comment was made that our current strategic priority to "Champion Equity, Diversity, Access and Inclusion" may still meet our needs, given how fresh the priority is.

### 18. Cargill grant

S. Tarcea, Manager of Public Services, described the grant from Cargill and provided an overview of how the funds from the Cargill grant would be expended.

Staff will prepare a letter of thanks to be sent to Cargill on behalf of the Library Board.

**Moved by Trustee E. Luptakova, seconded by Trustee R. Bouchard**

**THAT the North Vancouver Library Board approve the receipt of the Cargill grant and its expenditure as recommended by staff.**

**CARRIED UNANIMOUSLY**

### Adjournment

**Moved by Trustee E. Luptakova, seconded by Trustee R. Bouchard**

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

**CARRIED UNANIMOUSLY**

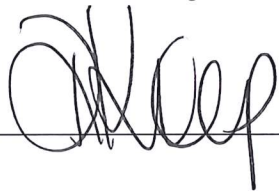
The meeting adjourned at 8:56 p.m.

Brendan Harvey  
**Board Chair**

  
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Date May 30, 2024

Deb Hutchison Koep  
**Secretary**

  
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Date May 30, 2024