

## Minutes of the July 25, 2024 Library Board meeting

### Attendance

#### Board members

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

#### Staff members

- D. Hutchison Koep, Chief Librarian
- M. Liddle, Manager, Collections, Communications & Operations
- L. Wright, Recording Secretary

#### Regrets

- S. Tarcea, Manager, Public Services

---

The meeting was called to order at 6:02 p.m. and opened with a territorial acknowledgement by Trustee H. Allan. The opening circle was facilitated by Trustee R. Bouchard.

Trustee R. Jamal joined the meeting at 6:09 p.m.

### Adoption of minutes

1. Minutes of the June 27, 2024 Board meeting

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

**THAT the minutes of the June 27, 2024 Library Board meeting be adopted.**

**CARRIED UNANIMOUSLY**

- a. Business arising from the June 27, 2024 Board meeting

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

2. Minutes of the July 8, 2024 special Board meeting

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

**THAT the minutes of the July 8, 2024 special Library Board meeting be adopted.**

**CARRIED**

## **Consent agenda items (3 through 8)**

3. June Chief Librarian's report
  - a. Notes from staff development day with Ta7taliya
  - b. Flex schedules
4. 2024 Calendar of events
5. Council reports
  - a. Information report to Council – City Library highlights June 2024
  - b. Council report – Allocation of City Library 2023 Surplus
6. July 2024 program calendar
7. 2023 Charity return
8. Correspondence
  - a. Letter from M. Martin, Public Libraries Branch re: 2024 Public Library Grant Awards
  - b. Letter & enclosure from T. Naidu, Canada Revenue Agency re: Community Volunteer Income Tax Program (CVITP)

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

**THAT the consent agenda items 3 through 8 be adopted.**

**CARRIED UNANIMOUSLY**

## **Reports**

9. Chair
  - a. Summer social event

Trustee B. Harvey requested staff to send a survey to determine a specific date and location.

- b. Strategic planning look-ahead

Trustee B. Harvey confirmed the content development workshop with a facilitator will take place October 4 and 5, 2024. The facilitator will also attend the September 26 Board meeting and will be conducting pre-engagement interviews with committee chairs.

c. Trustee re-appointments

Trustee B. Harvey noted two trustees are up for renewal in 2025 and have expressed interest in staying on for another term. If any trustees are thinking of stepping away at the end of the year, they are encouraged to reach out to the Board Chair to express their intent.

10. Chief Librarian

Chief Librarian D. Hutchison Koep commented that the recent Summer Reading Club kick off was the busiest opening event we have had and this is also a trend across the province.

Chief Librarian D. Hutchison Koep reported that the flexible work schedule pilot project will start as of August 31, 2024.

a. Update - allocation of 2023 surplus

Chief Librarian D. Hutchison Koep noted that Council approved the retention of the library's 2023 surplus, including the large unspent portion of the provincial Library Enhancement Grant, which will be set aside in a separate equity fund in line with grant restrictions.

b. 2024 Mid-Year report

Chief Librarian D. Hutchison Koep commented on the 2024 mid-year report and provided a high level update on the library's workplan to date.

Trustee D. Brown commented on the effectiveness of the report in providing an informative picture of activities to date in 2024.

Trustee T. Valente joined the meeting at 6:32 p.m.

11. Councillor

Trustee T. Valente commented on Council's support for the creation of a Lonsdale Centre Business Improvement Area, the approval of a housing accelerator fund, appropriation of funds for the next phase of the North Shore Neighbourhood House Hub redevelopment, and support for extending liquor service hours for two local breweries.

Trustee T. Valente noted that Council engaged in discussions on limiting the number and/or location of currency exchanges operating in the City.

Conversation ensued regarding the Central Lonsdale Business Improvement Area Society. Chief Librarian D. Hutchison Koep confirmed that the library is monitoring developments and would likely seek membership at such time as the BIA becomes a going concern.

#### 12. Student Advisory Trustee

Student Advisory Trustee Z. Spenta commented on the ongoing teen 'zine project, as well as the challenges and leader board set up to support participation in the teen summer reading club.

#### 13. Trustee reports

Trustee E. Luptakova commented on a successful Vancouver Coastal Health recruitment event held at the library, and credited the library's accessible location.

### New business

#### 14. Strategic planning reports

##### a. Changing nature of work (Workplace trends)

Manager, People, Finance and IT L. Wright spoke to the report on changing nature of work.

##### b. Staff and operational priorities

Chief Librarian D. Hutchison Koep spoke to the report on staff and operational priorities.

Trustees commented that they appreciated staff were asked their perspective and asked whether there was consideration of action in the short-term to build on the energy and creativity of the staff focus groups. Chief Librarian D. Hutchison Koep confirmed that groups had identified modest, short-term changes that could be implemented regardless of strategic planning outcomes.

A comment was made that while there is a tendency to want to do more, it can be beneficial to step back and focus on delivering fewer services really well.

Trustees discussed how to connect the staff and operational priorities to the strategic plan. Trustees shared examples from other organizations and commented on the importance of continued staff engagement.

##### c. Council and City leadership priorities

Chief Librarian D. Hutchison Koep and Trustees B. Harvey, R. Bouchard and E. Luptakova spoke to the report on Council and City leadership priorities.



Trustees involved in the interviews commented that the library is viewed as a City asset and valued as a “third space”. Trustees noted that differences between Council and City leadership priorities tended to align with their distinct roles as elected officials or staff.

A question was asked if there were more opportunities for Council to hear from the library. Chief Librarian D. Hutchison Koep responded with a few examples of additional opportunities should the Board choose to prioritize this.

A comment was made that the library should pay attention to pressures and decisions in neighbouring municipalities as the City may follow suit.

Discussion ensued regarding the current library building and future branches or locations for expanded library services.

Discussion ensued regarding how best to communicate why the library offers services and programs and how they are connected as partners in the community.

Trustees asked how strategic priorities will be determined. Chief Librarian D. Hutchison Koep clarified that the information from various reports will be synthesized and summarized at the September meeting, and the contracted facilitator will guide trustees through a series of exercises and conversations to surface a shared vision and prioritize areas of focus.

In response to a question, Chief Librarian D. Hutchison Koep confirmed that the library's request for feedback from Squamish Nation is in the queue; it may also be within the capacity of the consultant to facilitate a connection. It was suggested that the library continue to update the request to communicate where we are at in the process and how we can work together.

Trustee A. Hazfi left the meeting at 7:48 p.m.

Trustee R. Jamal left the meeting at 8:10 p.m.

15. Open Door Community Hub program evaluation

Due to staff illness, this item was deferred.

**Moved by Trustee D. Brown, seconded by Trustee T. Valente**

**THAT the North Vancouver City Library Board move the meeting in-camera.**

**CARRIED UNANIMOUSLY**

Student Advisory Trustee Z. Spenta was excused from the meeting.

The Board recessed to in-camera at 8:18 p.m.

The Board returned to their regular session at 8:32 p.m.

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

**CARRIED UNANIMOUSLY**

**THAT the North Vancouver City Library Board approve allocation of \$70,000 from the 2023-2025 Provincial Enhancement Grant to increase policy and planning capacity, as recommended;**

**AND THAT the report of the Chief Librarian, dated July 25, 2024 entitled "Provincial one-time enhancement grant allocation", remain in the closed session.**

## **Adjournment**

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

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

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:33 p.m.

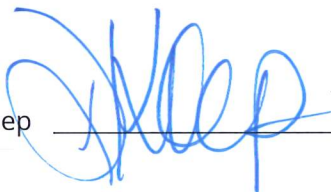
---

Brendan Harvey  
**Board Chair**

  
\_\_\_\_\_

Date Oct 4, 2024

Deb Hutchison Koep  
**Secretary**

  
\_\_\_\_\_

Date Oct 4, 2024