

Minutes of the September 26, 2024 Library Board meeting

Attendance

Board members

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

Staff members

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

Regrets

- E. Luptakova

The meeting was called to order at 6:01 p.m., and opened with a territorial acknowledgement by Trustee B. Harvey. The opening circle was facilitated by Trustee P. Somji.

Presentations

1. Strategic Plan: Summary and Synthesis

Chief Librarian D. Hutchison Koep spoke to the summary and synthesis of strategic planning research and engagement findings.

Trustees commented on the number of important priorities, and discussed the need to balance new priorities, work in progress and changing community needs.

2. Strategic Plan: Visioning Exercise

J. Delaney, strategic planning facilitator from Engage Delaney, gave an overview of the upcoming strategic planning workshops and led the group through a series of activities to think about the library's vision.

Adoption of minutes

1. Minutes of the July 25, 2024 Board meeting

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

THAT the minutes of the July 25, 2024 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the July 25, 2024 Board meeting

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

Consent agenda items (2 through 8)

2. July & August Chief Librarian's report
 - a. August Book Bike Report
3. 2024 Calendar of events
4. September 2024 program calendar
5. Committee minutes
 - a. Finance Committee – September 18, 2024
 - b. Governance Committee – September 18, 2024
6. Council reports
 - a. Information report to Council – City Library 2023 Report to Our Community
7. BC's Strategic Plan for Public Library Service: Refreshed Strategies and Actions
8. Correspondence
 - a. Letter to Hon. Anne Kang, Minister of Municipal Affairs re: 2024 Public Library Grants
 - b. Letter to Z. Spenta re: Student Advisory Trustee position
 - c. Letter to Veia Coronado, Executive Director re: BCLTA AGM timeline

Moved by Trustee D. Brown, and seconded by Trustee H. Allan

THAT the consent agenda items 2 through 8 be adopted.

CARRIED UNANIMOUSLY

Reports

9. Chair
 - a. 2023 Report to Our Community
 - b. September 23, 2024 presentation to Council

Trustee B. Harvey commented that the 2023 Report to Our Community was very well received and Council provided positive feedback.

- c. Meeting with Hon. Bowinn Ma, MLA

Trustee B. Harvey reported that Chief Librarian D. Hutchison Koep accompanied him to a meeting with Hon. Bowinn Ma, and commented that Hon. Bowinn Ma continues to be supportive of the work at the library.

d. Trustee recruitment update

Trustee B. Harvey noted that both Trustee R. Jamal and himself are up for reappointment and have put their names forward to be renewed; no trustees have expressed an interest in stepping down mid-term.

Trustee B. Harvey in his role as Board Chair will send a memo to Councillor T. Valente recommending renewal of the two appointments prior to Council's meeting to consider Board appointments.

e. Student Advisory Trustee update

Trustee B. Harvey congratulated Student Advisory Trustee Z. Spenta on their reappointment to a 2nd term.

f. Reminder re: upcoming strategic planning workshops (Oct 4, 5 & 17)

Trustee B. Harvey reminded trustees of strategic planning workshops and encouraged all trustees to ensure these dates are in their calendars.

10. Chief Librarian

Chief Librarian D. Hutchison Koep acknowledged Megan Griffiths, Communications Assistant, for her hard work on the 2023 community report.

Chief Librarian D. Hutchison Koep suggested that, although the donor recognition event is typically held in the fall, the Board is busy this year with strategic planning, so it would make sense to hold it in the first part of the New Year instead. This would also enable us to highlight our new strategic plan at the same time. Trustees agreed with this recommendation, and requested the cover letter to donors and funders for the 2023 community report address this change.

11. Councillor

Trustee T. Valente commented on his recent attendance at UBCM where motions were passed for increased funding to libraries.

Trustee T. Valente described a delegation from BC Assessment regarding an "Overview of Property Assessment and the 2024 Assessment Roll".

Trustee T. Valente noted that an asset management approach and strategy framework was endorsed which may affect the library as a City asset.

Trustee T. Valente noted that \$41,000 in funding was approved towards the North Shore Streamkeepers Mosquito Creek Restoration Project – Phase II.

12. Finance Committee

a. 2023 Q2 Financial Review

Trustee R. Bouchard noted there were no concerns with the 2023 Q2 financials.

Chief Librarian D. Hutchison Koep commented that the issue of some salaries not being reflected accurately in the budget was an error of entry when increases were approved; the funds are in the City's budget, and we will see an additional amount in our grant at the end of the year to cover the balance.

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

THAT the North Vancouver Library Board approve the 2024 2nd quarter financial report as presented.

CARRIED UNANIMOUSLY

13. Governance Committee

a. Board self-evaluation

Trustee R. Jamal reviewed the self-evaluation process and timeline.

b. Skills, strengths and diversity matrix

Trustee R. Jamal commented on the skills, strengths and diversity matrix, which is to be completed at the same time as the self-evaluation.

Both surveys will be sent out after the strategic planning workshop, and the results discussed at the November meeting.

14. InterLINK

Trustee D. Brown commented on InterLINK's publication of a [professional development and staff training catalogue](#).

Trustee D. Brown noted the InterLINK Board is working through an exercise to update InterLINK's strategic plan.

15. Student Advisory Trustee

Student Advisory Trustee Z. Spenta commented on the upcoming ceremony for the Teen Summer Writing Contest: *Echoes from the past?*

Student Advisory Trustee Z. Spenta showcased and described the teen summer reading club leader board for all the summer reading club challenges.

16. Trustee reports

Trustee B. Harvey commented positively on the recent Summer Reading Club and Centennial celebration, and thanked staff and trustees for their participation and assistance,

New business

17. 2025 Major Initiatives

Chief Librarian D. Hutchison Koep spoke to the 2025 major initiatives.

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

THAT the North Vancouver City Library Board endorse the 2025 proposed major initiatives.

CARRIED UNANIMOUSLY

18. 2025 Proposed Budget Submission

Chief Librarian D. Hutchison Koep spoke to the 2025 proposed budget submission.

A question was asked about whether advocacy might be required to support the business case for increased open hours on Sundays. Chief Librarian D. Hutchison Koep commented that Council will receive high-level information about the request and that she can speak to questions should they arise at Council. It is up to the Board to discuss if they want to speak to this before the budget meeting from an advocacy perspective.

A question was asked whether there was risk in showing that we receive some revenues through donation and grants. Chief Librarian D. Hutchison Koep responded that under the *Library Act* and the bylaw establishing the library, the City is obliged to fund basic service - donations and other sources can only be used for enhancements and one-time projects.

Chief Librarian D. Hutchison Koep commented that the increase in e-book funding is growth to meet demand and adding more titles and copies.

Chief Librarian D. Hutchison Koep commented that our total operating increase, even including new items, is well within the inflationary envelope given to other departments. Given that Council is looking at a 6-7% base tax increase for 2025, there may be requests to trim budgets.

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

THAT the North Vancouver City Library Board approve City Library's proposed 2025 budget submission.

CARRIED UNANIMOUSLY

19. Donation approval: Rita Nash

S. Tarcea, Manager of Public Services, spoke to a recent donation from a long-time donor.

Moved by Trustee R. Bouchard, and seconded by Trustee P. Somji

THAT the North Vancouver City Library Board approve the receipt of the Rita Nash donation and its expenditure as recommended by staff.

CARRIED UNANIMOUSLY

20. Grant approval: Community Volunteer Income Tax Program

S. Tarcea, Manager of Public Services, spoke to a recent grant to support the free, annual tax clinic in 2025.

Moved by Trustee A. Hazfi, and seconded by Trustee R. Jamal

THAT the North Vancouver City Library Board approve the receipt of grant funds from the Canada Revenue Agency, and expenditure as recommended by staff.

CARRIED UNANIMOUSLY

Adjournment


Moved by Trustee H. Allan, and seconded by Trustee D. Brown

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

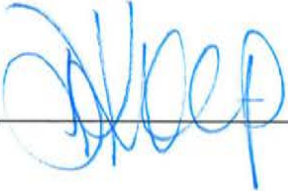
The meeting adjourned at 8:48 p.m.

Brendan Harvey
Board Chair



Date Oct 24, 2024

Deb Hutchison Koep
Secretary



Date Oct 24, 2024.