

## Minutes of the November 28, 2024 Library Board meeting

### Attendance

#### Board members

- H. Allan
- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- R. Jamal
- 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
- S. Tarcea, Manager, 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 P. Somji. The opening circle was facilitated by Trustee T. Valente.

### Adoption of minutes

1. Minutes of the October 24, 2024 Board meeting

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

**THAT the minutes of the October 24, 2024 Library Board meeting be adopted.**

**CARRIED**

- a. Business arising from the October 24, 2024 Board meeting

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

### Consent agenda items (2 through 7)

2. October Chief Librarian's report
3. 2024 Calendar of events
4. November 2024 program calendar
5. Committee minutes

- a. Governance – November 12, 2024
- b. Finance – November 20, 2024
6. Information reports to Council
  - a. City Library Highlights for September 2024
  - b. Strategic Plan Update presentation to Council
7. Correspondence
  - a. Letter from BDO Canada LLP re: auditor engagement agreement

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

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

**CARRIED UNANIMOUSLY**

## Reports

8. Chair
  - a. Board Holiday Dinner December 6, 2024
  - b. Strategic Plan Update presentation to Council (November 18, 2024)

Trustee B. Harvey commented that the Strategic Plan Update presentation was well received, and Council had supportive questions and feedback. Council commented that they appreciated the opportunity to be interviewed and involved.

- c. Nominations committee appointments

Trustee E. Luptakova and Trustee P. Somji volunteered for the nominations committee.

Trustee A. Hazfi joined the meeting a 6:16 p.m.

- d. 2025 Draft proposed Board meeting dates

Trustee B. Harvey noted that the Board meeting dates will be confirmed at the January 23, 2025 meeting with a possibility of removing one or more dates in the year.

9. Chief Librarian

Chief Librarian D. Hutchison Koep updated the Board about the scheduled power outage on Dec. 10. Limited library services will be available at City Hall, and holds pick up will be available in front of the library during daylight hours. Chief Librarian D. Hutchison Koep commented that City Hall staff are supportive which is a great reflection of our partnership.

a. Accessibility plan update

Chief Librarian D. Hutchison Koep reminded trustees that the library's work to comply with the *Accessible BC Act* has been stuck while we worked to make a connection with the North Shore Advisory Committee on Disability Issues (ACDI), which is a shared committee of the three North Shore municipalities. Chief Librarian D. Hutchison Koep was finally able to meet with the committee on November 7, 2024 for an introduction.

The library is working with consultants [Untapped Accessibility](#) to support our work to develop an accessibility plan built on commitments in our strategic plan and inclusion framework.

ACDI has recently been disbanded and is being replaced by the tri-municipal Accessibility Advisory Committee (AAC), and the library will connect with this group with our draft plan in 2025.

b. 2025 Budget update

Chief Librarian D. Hutchison Koep informed trustees that the 2025 budget presentation to Council will now take place on January 20, 2025.

10. Councillor

Trustee T. Valente updated trustees on various activities of Council, including changes to zoning bylaws affecting money services businesses, the City's participation in the Living Donor Circle of Excellent, and presentations on a comprehensive plan for parks and public spaces, micro mobility and "no right turn on red lights".

A comment was made that the library could connect on the plan for parks and public spaces.

In response to a question about the library's participation in the e-cargo bike lending pilot project, Chief Librarian D. Hutchison Koep committed to gather information about the evaluation of the pilot project and next steps.

Trustee T. Valente commented that Council's regular Council meeting schedule for 2025 would also include public "workshops".

Trustee T. Valente noted an upcoming public engagement meeting with the Capilano Mall redevelopment proposal and will forward the information to trustees.

11. Finance Committee

a. 3<sup>rd</sup> Quarter financial review

Trustee A. Hazfi provided an overview of the 3<sup>rd</sup> quarter financials.

There were questions and suggestions for improvement about the presentation of overtime in the slides.

A comment was made that a workshop on reviewing financials would be beneficial.

Chief Librarian D. Hutchison Koep noted that unfilled vacancies in City Facilities staffing are impacting project timelines.

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

**THAT the North Vancouver City Library Board approve the 3<sup>rd</sup> quarter financials as presented.**  
**CARRIED UNANIMOUSLY**

12. Governance Committee

a. Committee structure – policy changes

Trustee R. Jamal briefly spoke to committee structure changes approved at a previous Board meeting and presented corresponding updates to Board policy and committee terms of reference.

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

**THAT the North Vancouver City Library Board approve the updated terms of reference for the Nominations Committee, Executive Committee and Governance Committee as presented;**

**AND THAT the North Vancouver City Library Board approve that the Trustee Review Committee terms of reference be struck from the Board's policy manual;**

**AND THAT the North Vancouver City Library Board approve the updated policy on "Trustees" as presented.**

**CARRIED UNANIMOUSLY**

b. Skills, strengths and diversity matrix results

Trustee R. Jamal spoke to the skills, strengths and diversity matrix results. The committee determined that some skills can be well-represented with only one or two trustees having expertise (such as legal), while others need all trustees to have some moderate competency, such as diversity, equity, inclusion and cultural competency, and financial oversight.

Trustees discussed how the matrix would be used to support recruitment. A suggestion was made to describe how the matrix is used when communicating recommendations for trustee appointments.

A comment was made that the City has a new application process for committee members.

Discussion ensued about the subjectivity of scoring.

c. Board self-evaluation results & priorities for 2025

Trustee R. Jamal spoke to the 2024 Board self-evaluation results and the recommended priorities for 2025. The committee recommends that the Board consider diversity, equity and inclusion, fiduciary and legislative responsibilities, and operational planning and assessment (related to the new strategic plan) as 2025 priorities for development and discussion.

Trustees commented that the Board self-evaluation continues to be beneficial and is the right length.

Trustees commented that the workload of a trustee is manageable, but the first year can feel heavier.

A technical issue was identified that resulted in two trustees completing part of the survey twice. Staff will look into this and report back whether this significantly impacted the outcome.

13. InterLINK

Trustee H. Allan commented on the recent InterLINK meeting that included a strategic plan presentation from consultants. Trustee H. Allan will forward the approved InterLINK strategic plan to be included as a consent agenda item in January. The meeting also included the approval of the provisional budget and the executive director evaluation.

14. Student Advisory Trustee

Student Advisory Trustee Z. Spenta spoke to the Teen Advisory Group's planning for next year, and circulated the latest teen 'zine, noting the trustees will receive a copy.

15. Trustee reports

There were no trustee reports.

## New business

### 16. 2025-2029 Strategic Plan

Trustee B. Harvey spoke to the working group's process in finalizing the 2025-2029 Strategic Plan.

Trustees commented on their appreciation for the final document and for the work of trustees and staff over the past year to develop the plan.

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

**THAT the North Vancouver City Library Board approve the 2025-2029 Strategic Plan document as presented.**

**CARRIED UNANIMOUSLY**

### 17. Inclusion framework – Governance pillar action plan

Chief Librarian D. Hutchison Koep reviewed how the content for this item was developed.

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

**THAT the North Vancouver City Library Board approve the Governance Pillar Action Plan version 0.1 as presented.**

**CARRIED UNANIMOUSLY**

### 18. Indigenous-led staff development program

Chief Librarian D. Hutchison Koep spoke briefly to the staff proposal for an Indigenous-led development program.

A question was asked if staff asked for this specific training. Chief Librarian D. Hutchison Koep shared that staff regularly ask for opportunities to learn about local Indigenous culture and make deeper connections with members of both Nations.

A trustee who has participated in this type of programming commented about how impactful and meaningful it was.

**Moved by Trustee A. Hazfi, seconded by Trustee P. Somji**

**THAT the North Vancouver City Library Board approve the expenditure of \$24,743.88 from the 2024 Library Enhancement Grant and \$45,256.12 from the 2023 Library Enhancement Grant for an Indigenous-led staff development program, as recommended by staff.**

**CARRIED UNANIMOUSLY**

19. 2025 Fees and charges

M. Liddle, Manager of Collections, Communications and Operations, spoke to library fees and charges, and explained how materials are charged to "lost".

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

**THAT the North Vancouver City Library Board approve fees and charges as presented, effective January 1, 2025;**

**AND THAT the North Vancouver City Library Board direct staff to research replacement processing fees and meeting room rental rates and make recommendations as part of the 2026 fees and charges report to the Board in November 2025.**

**CARRIED UNANIMOUSLY**

20. 2025 Library closed dates

M. Liddle, Manager of Collections, Communications and Operations, spoke to the proposed 2025 library closed dates.

**Moved by Trustee T. Valente, seconded by Trustee R. Bouchard**

**THAT the North Vancouver City Library Board approve the 2025 Library closed dates as presented;**

**AND THAT the North Vancouver City Library Board approve in principle a one-day closure for staff development, subject to identification of an appropriate date and topic.**

21. 2025 Q1 programming update

S. Tarcea, Manager of Public Services shared a report about a planned temporary reduction in public programming for the first quarter of 2025 in order to free up staff capacity for operational planning to bring the new strategic plan to life.

In response to a question, S. Tarcea commented that staff will continue to engage with partners and support their use of library space.

**Moved by Trustee E. Luptakova, seconded by Trustee T. Valente**

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

**CARRIED UNANIMOUSLY**

Student Advisory Trustee Z. Spenta and staff were excused from the meeting.

The Board recessed to in-camera at 8:36 p.m.

The Board returned to their regular session at 9:24 p.m.

The Board Chair reported that the Chief Librarian's year-end evaluation was received for information.

## Adjournment

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

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

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:26 p.m.

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Brendan Harvey  
**Board Chair**

  
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Date Jan 23, 2025

Deb Hutchison Koep  
**Secretary**

  
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Date January 23, 2025