

## Minutes of the January 23, 2025 Library Board meeting

### Attendance

#### Board members

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

- T. Valente, Council Representative

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The meeting was called to order at 6:01 p.m., and opened with a territorial acknowledgement by Trustee E. Luptakova. The opening circle was facilitated by Trustee R. Bouchard.

### Election of officers

1. Nominations Committee report

**Moved by Trustee A. Hazfi, seconded by Trustee R. Bouchard**

**THAT the North Vancouver City Library Board receive the Nominations Committee report.**

**CARRIED UNANIMOUSLY**

2. Officers were acclaimed as follows:
  - a. Chair – B. Harvey
  - b. Vice Chair – R. Jamal
  - c. Finance Committee Chair – A. Hazfi
3. Representatives were appointed as follows:
  - a. Advocacy Committee – E. Luptakova, P. Somji
  - b. Finance Committee – R. Bouchard
  - c. Governance Committee – R. Bouchard, R. Jamal, P. Somji
  - d. InterLINK representative – D. Brown
  - e. InterLINK alternate – H. Allan

## Presentations

### 1. InterLINK overview, updates and Q&A

L. Palmer, Executive Director of InterLINK, gave a presentation about InterLINK and the services they provide, including popular initiatives such as resource sharing, professional development and NewToBC.

L. Palmer informed trustees that the BC Electronic Library Network supports a shared catalogue – it creates connections between catalogues at all libraries, including academic, to facilitate interlibrary loans.

L. Palmer commented that the emerging theme of truth and trust is a live conversation amongst libraries in BC and Ontario who are meeting to discuss what this means, and the opportunities and challenges it presents. L. Palmer confirmed InterLINK received a modest grant to conduct an environmental scan to find out what libraries currently do and what they need to do in the future related to this topic.

L. Palmer provided an overview of what “investing in ourselves” means, including a governance review, updating their website, and reviewing the capacity required to run the business successfully.

L. Palmer spoke to opportunities for collaboration, such as virtual programming and investing in shared legal service access.

L. Palmer informed trustees that InterLINK is committed to accessibility. They have a shared accessibility advisory committee and access to shared accessibility audits, as well as access to opt-in accessibility audits for individual libraries.

## Adoption of minutes

### 1. Minutes of the November 28, 2024 Board meeting

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

**THAT the minutes of the November 28, 2024 Library Board meeting be adopted.**

**CARRIED UNANIMOUSLY**

#### a. Business arising from the November 28, 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. November + December Chief Librarian's report
3. 2025 Calendar of events
4. January 2025 program calendar
5. Council reports
  - a. Information report to Council – City Library highlights for October 2024
  - b. Information report to Council – Pop-up library in City Hall
6. InterLINK strategic plan 2024-2029
7. Correspondence
  - a. Letter from Leigh Anne Palmer, Executive Director, InterLINK re: Provisional 2025 budget + attachments
  - b. Email from Michelle Lam, North Shore Mobility Options Coordinator re: E-Cargo bike lending pilot end of season results + attachment
  - c. Communication from BDO (auditors) re: North Vancouver City Library audit planning for the year ended December 31, 2024
  - d. Letter to Bowinn Ma, MLA re: congratulations on re-election

**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. Guidelines for big conversations

Trustees agreed the “big conversations” guidelines were still meeting their needs.

- b. 2024 Self-evaluation results – update

Trustee B. Harvey commented that the 2024 self-evaluation contained some distortions related to duplicate submissions. After a review and adjustment, the results have been updated. While there were some adjustments, the general priorities for development have not changed.

Chief Librarian D. Hutchison Koep commented that we will explore options for the 2025 survey to minimize the risk of partial or duplicate submissions, and to address any confusion about the rating scale.

## 9. Chief Librarian

Chief Librarian D. Hutchison Koep highlighted the successful “pop up” library at City Hall during a planned power outage in early December, and noted the auditors work has begun and will be working now through to the end of February.

Chief Librarian D. Hutchison Koep reminded trustees about the Squamish Ocean Canoe Family residency kick-off event on Saturday, January 25, 2025.

### a. City budget process update

Chief Librarian D. Hutchison Koep confirmed the draft 2025-2029 budget will be going to Council for a first look on January 27, 2025, including the library’s submissions for operating, capital and new items (ongoing book bike funding and extended Sunday hours). Currently, there is a proposed 6.89% tax increase which is consistent with the region.

### b. NewToBC / Library Champions program update

Chief Librarian D. Hutchison Koep provided an update regarding the loss of funding for the NewToBC program, which will impact City Library programs. Chief Librarian D. Hutchison Koep underscored the support from many InterLINK libraries for the continuation of the Library Champions program. As a result, the Public Libraries Branch has committed \$50,000 annually for two years to support this program. All three North Shore libraries realize the significant value of this program and will work together to offer it in collaboration.

Chief Librarian D. Hutchison Koep noted the recent media surrounding the controversy at Vancouver Public Libraries regarding political symbols at work. Chief Librarian D. Hutchison Koep acknowledged this is a complex and nuanced conversation that does not translate well in the media. We have offered frontline staff the support of senior managers with any questions, and if required, we are guided by our conflict of interest policy.

Chief Librarian D. Hutchison Koep brought forward a request to the Board from the BC Public Libraries Partners to ask our Council representative to take forward a notice of motion to Council for them to advocate for sustained provincial funding through the UBCM resolution process.

Chief Librarian D. Hutchison Koep can prepare a draft letter and motion based on the information provided.



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

**THAT the North Vancouver City Library Board authorize the Board Chair to request that Councillor Valente bring forward a motion to support increased provincial library funding of \$30M to Council to forward to the UBCM meeting.**

**CARRIED UNANIMOUSLY**

10. Councillor

No report.

11. InterLINK

a. Provisional budget

Trustee D. Brown commented on the process that provides the provisional budget for information and comment at each library, followed by approval of the budget at the InterLINK Board meeting.

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

**THAT the North Vancouver City Library Board receive the provisional 2025 InterLINK budget as information.**

**CARRIED UNANIMOUSLY**

12. Student Advisory Trustee

Student Advisory Trustee Z. Spenta commented on a large Teen Advisory Committee meeting turnout this month where they discussed adding a digital component to the teen zine, a summer writing contest and summer reading challenges, book displays through June, and the monthly interactive bulletin board display.

13. Trustee reports

No Trustee reports.

## **New business**

14. 2025 Board calendar

Trustee B. Harvey highlighted developments and discussions for the year.

Trustee B. Harvey opened the floor for a discussion about Shred-it.

Trustees commented that the Board conducted an analysis of costs and benefits of fundraising in 2023, and clarified that the library board is not a fundraising board.

Trustees noted that although the event is an advocacy tool, it is a lot of work for staff and trustees, and there is more value in using the time to action the strategic plan.

Trustees determined it should be removed from the Board calendar as it does not require further discussion.

Chief Librarian D. Hutchison Koep noted that laptops for trustees are forthcoming, although the timeline is not confirmed.

**Moved by Trustee A. Hazfi, seconded by Trustee R. Bouchard**

**THAT the North Vancouver City Library Board endorse the 2025 Board calendar subject to the removal of Shred-it from April and October.**

**CARRIED UNANIMOUSLY**

15. 2025-2029 Strategic Plan implementation planning

Chief Librarian D. Hutchison Koep provided an update about planned activities for strategic plan implementation and evaluation. The Board will have an opportunity for feedback at a presentation in April, and we will inform Council of the process to date at the same time.

16. Donation approval: McKinnon donation

Manager of Collections, Communications and Operations M. Liddle provided an overview of a recent donation for approval.

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

**THAT the North Vancouver Library Board approve the receipt of the Ann McKinnon donation and its expenditure as recommended by staff.**

**CARRIED UNANIMOUSLY**

Trustee E. Luptakova recused herself from the meeting at 8:12 p.m.

17. Donation approval: Kerney-Luptakova donation

Manager of Public Services S. Tarcea provided an overview of a recent donation for approval.

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

**THAT the North Vancouver Library Board approve the receipt of the Kerney/Luptakova family donation and its expenditure as recommended by staff.**

**CARRIED UNANIMOUSLY**

Trustee E. Luptakova returned to the meeting at 8:13 p.m.

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

**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 8:14 p.m.

The Board returned to their regular session at 8:21 p.m.

## Adjournment

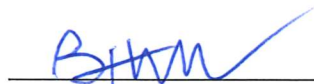
**Moved by Trustee P. Somji, seconded by Trustee R. Bouchard**

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

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:21 p.m.

Brendan Harvey  
**Board Chair**

  
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Date March 13, 2025

Deb Hutchison Koep  
**Secretary**

  
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Date March 13, 2025