

Minutes of the March 24, 2022 Library Board meeting

APRIL 28, 2022, 6 P.M.

HYBRID – IN PERSON AND VIA WEBEX

Attendance

Board members

- S. Bolton
- B. Harvey
- A. Hazfi
- R. Jamal
- J. Linsangan
- E. Luptakova
- P. Somji
- N. Obstaculo, Student Advisory
Trustee

Staff members

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

Regrets

- J. McIlroy, Council Representative
- R. Bouchard

The meeting was called to order at 6:07 p.m., and opened with a territorial acknowledgement by Trustee A. Hazfi. The opening circle was facilitated by Trustee B. Harvey.

Adoption of minutes

1. Minutes of the January 27, 2022 Board meeting

Moved by Trustee E. Luptakova, seconded by Trustee S. Bolton

THAT the minutes of the January 27, 2022 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the January 27, 2022 Board meeting

There were no further updates to the items included in the Board package.

2. Minutes of the February 24, 2022 special Board meeting

Moved by Trustee A. Hazfi, seconded by Trustee E. Luptakova

THAT the minutes of the February 24, 2022 special Library Board meeting be adopted.

CARRIED UNANIMOUSLY

Consent agenda items (2 through 8)

3. January 2022 Chief Librarian's report
4. February 2022 Chief Librarian's report
5. February 2022 InterLINK meeting summary
6. 2022 Calendar of events
7. Updated 2022 Board Calendar
8. 2021 Year-end public survey results

A question was raised if the library has means to identify customers in the public survey to better understand specific groups' needs. Chief Librarian D. Hutchison Koep clarified that the year-end survey focuses on strategic indicators. The report prepared for the board includes a small selection of written comments received. All public comments (totalling nearly 25 pages) are circulated to key staff so that the full scope of feedback informs future planning.

A question was raised about the Shred-it event noted on the Board calendar for April. Chief Librarian D. Hutchison Koep clarified that is a place-holder, no event is currently scheduled in April, and the fundraising committee will meet next week to confirm if and when the event will proceed in 2022. The Board calendar will be updated.

Moved by Trustee P. Somji, seconded by Trustee S. Bolton

THAT the consent agenda items 2 through 5 be adopted.

CARRIED UNANIMOUSLY

Correspondence

9. Correspondence
 - a. Email from community member re: names and contacts for library leadership

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

THAT the North Vancouver City Library Board recess to workshop and resume the Library Board meeting in approximately one hour.

CARRIED UNANIMOUSLY

The Board recessed to workshop at 6:25 p.m.

Workshop

10. Reading budgets & financial oversight

Chief Librarian D. Hutchison Koep presented a workshop to support trustees' understanding of their role in providing financial oversight to the library, to familiarize trustees with the annual budget process and timelines, and to equip trustees with the knowledge and skills they need to review financial documents.

A question was raised about the impact on revenue when the library went fine-free. Chief Librarian D. Hutchison Koep responded that the library was able to find savings in other areas to offset reduced revenues, and the City contributed the remaining \$10,000. Chief Librarian D. Hutchison Koep offered to send a copy of the report previously circulated on fines to the new Board.

A question was raised as to whether City Finance staff ask further questions of the library about the budget proposal once the budget has been presented to Council. Chief Librarian D. Hutchison Koep responded that this does not generally happen once the budget moves into the political phase.

A question was raised about how the \$20,000 in block funding would apply for an item that costs more than that amount. Chief Librarian D. Hutchison Koep clarified that if we anticipate a cost this large, then we either put in a capital request or work with City Finance to identify additional funding.

The Board returned to their regular Board meeting at 7:34 p.m.

Reports

11. Chair

a. Committees update

Trustee B. Harvey reported that the committees are meeting for the first time over the next few weeks.

12. Chief Librarian

Chief Librarian D. Hutchison Koep highlighted the upcoming BC Library Association's conference (April 19-22), and the North Shore Writers Festival (April 26-30) – and encouraged trustees to consider participating in the NSWF trivia night on April 29.

Chief Librarian D. Hutchison Koep reported that the 2022 budget process is proceeding. On March 28, 2022 Council will receive the 2022 operating budget and the 2022-2031 capital plan for endorsement. Following that, the financial plan bylaw is expected to be brought forward on April 4, 2022.

Chief Librarian D. Hutchison Koep reported there is a new minister of municipal affairs, Hon. Nathan Cullen.

Chief Librarian D. Hutchison Koep confirmed that since the COVID mask mandate was repealed effective March 18, 2022, masks are no longer required to be worn by customers in the library. Staff are preparing for further changes including the elimination of the vaccine requirement for program attendance after April 8, 2022.

Chief Librarian D. Hutchison Koep commented on recent media coverage about City Library's Black History Month events, Lunar New Year programs, and involvement in a pilot program to provide free menstrual products in City facilities and public places.

13. Finance

a. 2021 Year-end financials

Trustee A. Hazfi commented on the year-end budget and noted the library received 98.58% of budgeted revenues and recorded 95.37% of budgeted expenditures (unaudited).

A question was raised as to what will happen to the surplus. Chief Librarian D. Hutchison Koep responded that City policy allows the library board to appropriate up to \$53,800 of operating surplus funds at any one time. There is currently about \$40,000 of unspent appropriated surplus from previous years. Staff are considering options to access additional surplus funds, including to support increased costs for some capital projects underway, and will bring a report and recommendations to the Board following completion of the audit.

Moved by Trustee S. Bolton, seconded by Trustee P. Somji

THAT the North Vancouver Library Board approve the 2021 year-end financials (unaudited)

CARRIED UNANIMOUSLY

14. Student Advisory Trustee

Student Advisory Trustee N. Obstaculo reported on February and March teen activities, including working on a time capsule containing recordings, images and other creative work by teens to represent the era of COVID. The teens are hoping it will be possible to host an event in partnership with the new museum (MONOVA) in person this year.

The teens have been requested by CityFest to host a station at the Shipyards on May 7, 2022 (BC Youth Week is the first week in May). Ideas include: storytimes, a scavenger hunt, a photo booth, and a lemonade stand. Teen volunteers will also use this opportunity to recruit new teens.

The teens have also begun talking about anti-racism week (May 23-29, 2022) and initiatives such as a guest speaker, a teen panel and a booklist or art piece.

New business

15. 2021 Year-end report

Chief Librarian D. Hutchison Koep, Manager of Operations, M. Liddle, and Manager, Public Services, S. Tarcea, presented the 2021 year-end report.

A question was raised how a “digital visit” is defined. Chief Librarian D. Hutchison Koep responded that a digital visit is analogous to a physical visit and represents a single user’s session or “journey” through the site, which may include visits to multiple pages.

A question was raised if there was any way to know what specifically contributed to the 71.7% increase in knowledge about reconciliation. Chief Librarian D. Hutchison Koep responded that staff believe this is a result of programming, displays and events, based on comments we hear from the public.

A question was raised whether there were specific factors that accounted for the decrease in overall staff engagement. Chief Librarian D. Hutchison Koep responded that the data presented in the year-end report is a composite, and more analysis is needed. With many new staff in 2021, they may not have been with the library long enough to form strong opinions. In addition, with such a small sample, results can be significantly impacted when a few employees are struggling. Chief Librarian D. Hutchison Koep offered to provide a short report with additional information for the Board’s next meeting.

A trustee commented that they were impressed with the Black History month events and the presentation.

Moved by Trustee A. Hazfi, seconded by Trustee E. Luptakova

THAT the North Vancouver Library Board accept the 2021 year-end report.

CARRIED UNANIMOUSLY

16. 2021 Provincial public library grant report

Moved by Trustee S. Bolton, seconded by Trustee E. Luptakova

THAT the North Vancouver City Library Board receive and approve the 2021 provincial public library grant report.

CARRIED UNANIMOUSLY

The Board Chair led a brief discussion about the meeting – what worked and what could be better – and invited trustees to send comments by email as well. One trustee reflected that they enjoyed the

balance between workshop and business items. Another trustee asked about options to improve the experience for virtual participants, including improved audio pick-up and a more close-up view of meeting participants onsite.

Staff will be implementing a more sophisticated hybrid meeting system that should improve audio before the April meeting, and will ask the City what additional technology is available for City committees and boards.

Adjournment

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

THAT the North Vancouver City Library Board meeting be adjourned

CARRIED UNANIMOUSLY

The meeting adjourned at 8:24 p.m.

Brendan Harvey
Board Chair



Date Apr 28, 2022

Deb Hutchison Koep
Secretary



Date Apr 29, 2022