

# Minutes of the April 28, 2022 Library Board meeting

JUNE 23, 2022, 6 P.M.

HYBRID – IN PERSON AND VIA WEBEX

## Attendance

### Board members

- S. Bolton
- R. Bouchard
- B. Harvey
- A. Hazfi
- R. Jamal
- J. Linsangan
- E. Luptakova
- J. McIlroy, Council Representative
- 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

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The meeting was called to order at 6:02 p.m., and opened with a territorial acknowledgement by Trustee S. Bolton. The opening circle was facilitated by Trustee J. Linsangan.

Trustee B. Harvey welcomed guests from the City: Corinne Nichols, Human Resources Manager, and Colby Buckham, Human Resources Advisor.

## Adoption of minutes

1. Minutes of the March 24, 2022 Board meeting

Moved by Trustee R. Jamal, seconded by Trustee S. Bolton

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

**CARRIED UNANIMOUSLY**

- a. Business arising from the March 24, 2022 Board meeting

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

## Consent agenda items (2 through 9)

2. March 2022 Chief Librarian's report
3. 2022 Calendar of events
4. Updated 2022 Board calendar
5. NewToBC's North Shore Community Dialogue
6. April library program & events calendars
  - a. General/all ages
  - b. Collaboratory
  - c. TechConnect (April & May)
7. Advocacy committee minutes
8. Fundraising committee minutes
9. Governance committee minutes

Moved by Trustee A. Hazfi, seconded by Trustee J. McIlroy

THAT the consent agenda items 2 through 9 be adopted.

**CARRIED UNANIMOUSLY**

Moved by Trustee S. Bolton, seconded by Trustee A. Hazfi

THAT the North Vancouver City Library Board recess to workshop and resume the Library Board meeting at approximately 7:20 p.m.

**CARRIED UNANIMOUSLY**

The Board recessed to workshop at 6:20 p.m.

## Workshop

10. Role of the Library Board as an employer

Chief Librarian D. Hutchison Koep presented a workshop on the role of the Library Board as an employer. Chief Librarian D. Hutchison Koep introduced Corinne Nichols, City Human Resources Manager, and Colby Buckham, Human Resources Advisor.

A question was raised as to what are the financial responsibilities of the Board as an employer. Chief Librarian D. Hutchison Koep responded that their role is a governance one, not a management one; the Board is to have a fiduciary eye, but it is not their role to determine pay or compensation.

In response to a question as to whether the auxiliary pool is dwindling since the pandemic, Chief Librarian D. Hutchison Koep stated that yes, a number of auxiliary employees did not return after being laid off in 2020 due to finding other positions elsewhere or making career or life changes. The library used this as an opportunity to convert auxiliary hours into regular part-time hours.

A question was raised as to whether exempt roles are the same across all libraries. Chief Librarian D. Hutchison Koep responded that there are variations in titles and roles. Our structure is similar to libraries of our size, though our exempt teams is on the smaller side compared to others.

C. Nichols, City Human Resources Manager, clarified that RES stands for Regional Employers Services which provides Metro Vancouver municipalities support when addressing matters of common interest in the areas of labour relations, collective bargaining, and human resources management.

C. Nichols, City Human Resources Manager, responded to a number of questions about collective agreements. C. Nichols noted that the term of a collective agreement is negotiated by both parties (employer and union) and is commonly between three to five years. During the pandemic, the 2016-2019 collective agreement was rolled over and ratified for a two-year term (2020-2021) with no changes except for wage increases. Either party can give notice to bargain.

C. Nichols clarified that the role of the Board in collective bargaining is to recognize CUPE Local 389 as the sole union representing the employees covered in the collective agreement and to ratify the collective agreement.

A question was asked how trustees receive complaints if there were to be a concern about the Chief Librarian. Chief Librarian D. Hutchison Koep responded that this would likely take the form of a letter or email to the Board Chair.

A question was asked how trustees ensure that the Chief Librarian has a job description. Chief Librarian D. Hutchison Koep responded that an updated job description has been submitted to a 3<sup>rd</sup> party consultant, and this will come back to the Board for review, and will include recommendations on compensation.

Chief Librarian D. Hutchison Koep will send the slide deck from the presentation to trustees.

The Board returned to their regular Board meeting at 7:43 p.m.

C. Nichols, City Human Resources Manager, and C. Buckham, Human Resources Advisor left the meeting.

## Reports

### 11. Chair

Trustee B. Harvey reported that the May workshop will be "Board development and priorities" facilitated by Babs Kelly, BCLTA.

Trustee B. Harvey confirmed that the Board's meeting debrief will occur outside of the regular meeting and will not be included in the minutes.

### 12. Chief Librarian

Chief Librarian D. Hutchison Koep highlighted all the programs that have returned to in-person this month.

Chief Librarian D. Hutchison Koep highlighted an upcoming BCLTA gathering scheduled for June 4. It is a day-long learning and networking event entitled *Governance and Relationship Building*. Interested trustees can connect with the Manager of Administrative Services for registration if they would like to attend.

Chief Librarian D. Hutchison Koep along with some staff and two Board trustees were honoured to attend the Sema7maka canoe awakening ceremony on April 23.

#### a. Staff engagement metrics

Chief Librarian D. Hutchison Koep commented on the information report which was requested by trustees. The information report provided a more detailed analysis of employee year-end survey feedback.

### 13. Advocacy Committee

Trustee J. Linsangan reported attending the City's volunteer appreciation event on April 26 alongside several other past and present trustees.

Trustee J. Linsangan commented that the Board could consider a motion to request Council make a resolution to the Union of BC Municipalities calling on the province to increase public library funding. Trustee J. McIlroy stated that this may be better to wait until after the upcoming Lower Mainland Local Government Association meeting.



Chief Librarian D. Hutchison Koep will schedule a meeting with Trustees J. Linsangan and J. McIlroy to discuss next steps.

14. Finance Committee

a. 2021 Q1 Financial Report

Trustee A. Hazfi commented that the first quarter budget is on target with no concerns.

b. 2022 Budget Adoption

Trustee A. Hazfi commented that Council approved the City's budget, including all of the library's submissions with no changes.

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

THAT the North Vancouver Library Board adopt the 2022 budget.

**CARRIED UNANIMOUSLY**

Trustees endorsed the Board Chair to draft a letter, with support from staff, to thank Mayor and Council for the 2022 municipal operating grant.

15. Fundraising Committee

a. 2022 Donations & fundraising priorities

Trustee R. Bouchard reported that the main decision by the committee was to host one Shred-it fundraiser in the fall.

Chief Librarian D. Hutchison Koep responded to a question about where funds raised from the wishing well, book sales, and merchandise go. Book sales and merchandise are treated as operating revenue, while donations through the wishing well are earmarked for early literacy initiatives.

M. Liddle, Manager of Operations, commented that the library currently has a "pop-up" book sale in the retail area and book sales will be active in the plaza this summer.

A question was asked if staff routinely write grant applications. Chief Librarian D. Hutchison Koep responded that the library pursues opportunities in an ad hoc and opportunistic manner. The library does not have staffing dedicated to fund development or grant writing.

Moved by Trustee S. Bolton, seconded by Trustee A. Hazfi

THAT the North Vancouver Library Board approve the proposed fundraising priorities and activities for 2022.

**CARRIED UNANIMOUSLY**

16. Governance Committee

Trustee R. Jamal reported that the committee will be looking at the annual Board self-evaluation to see if it is serving its intended purpose.

The committee has further plans to take a preliminary look at the Board policies and analyze what currently exists to start to review them.

17. InterLINK Committee

Trustee S. Bolton commented that the March meeting summary has not yet been approved and will be available at the next meeting.

18. Student Advisory Trustee

Student Advisory Trustee N. Obstaculo reported the Teen Advisory Committee has been exploring volunteer opportunities such as being judges for the June art contest.

There was an author talk with Lois Peterson on April 9 entitled *Shelter: Homelessness in Our Community*.

Further work on Anti-Racism Week took place this month with a decision to post art work on social media as more effective way to reach a larger audience.

19. Trustee reports

Trustee J. McIlroy reported attending both the Sema7maka canoe awakening and the City's volunteer appreciation event this month. Trustee J. McIlroy reminded trustees that there will be an election this fall.

a. Advocacy from the Heart

Trustee S. Bolton reported attending a BCLTA workshop entitled *Advocacy from the Heart*. The key takeaways were that trustees are appointed to help others understand library services and are changemakers. Trustees must advocate by being authentic and after building a relationship based on trust.

b. Territorial Acknowledgement workshop

Trustee S. Bolton reported attending a territorial acknowledgement workshop with Ta7taliya-men Paisley Eva Nahanee of Nahanee Creative Inc. The key takeaways were to speak from the heart, be authentic, know whose territory you are on and speak about how you are honouring the land. It is important to start from a place of respect and curiosity.

c. BCLA Conference

Trustee R. Jamal attended the 2022 BCLA conference entitled *Collective Restoration: the way forward together*. For Trustee R. Jamal, the conference highlighted the critical role of libraries for holding space. She attended sessions with topics including collaboration, community, intellectual freedom and book clubs.

## New business

20. Hamilton donation

Trustees were interested to read the interview with Jean Hamilton in the library's 2018 community report and requested it be sent to them.

A question was asked how much influence a donor has over where their donation goes. Chief Librarian D. Hutchison Koep responded that it depends on whether they outline specific wishes or ask the library to use it wherever it is needed most. When a donor has a specific focus, staff work with them to identify initiatives that align with their wishes as well as library priorities.

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

THAT the North Vancouver Library Board approve the receipt of the Jean Hamilton donation and its expenditure as recommended by staff.

**CARRIED UNANIMOUSLY**

21. Middle Years project

Chief Librarian D. Hutchison Koep asked trustees to formally appropriate funding for the Middle Years project. She acknowledged the Board has previously approved this project, but requested a motion for full transparency.

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

THAT the North Vancouver Library Board formally appropriate \$30,000 in donated funds to the Middle Years project.

**CARRIED UNANIMOUSLY**

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

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

**CARRIED UNANIMOUSLY**

Staff members M. Liddle and S. Tarcea and Student Advisory Trustee N. Obstaculo were excused from the meeting.

The Board recessed to in-camera at 8:44 p.m.

The Board returned to the regular session at 8:59 p.m.

22. Chief Librarian's evaluation framework

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

THAT the North Vancouver Library Board approve the evaluation framework for the Chief Librarian.

**CARRIED UNANIMOUSLY**

## Adjournment

Moved by Trustee S. Bolton, seconded by Trustee A. Hazfi


THAT the North Vancouver City Library Board meeting be adjourned

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:00 p.m.


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Brendan Harvey  
**Board Chair**



Date Jun 23, 2022

Deb Hutchison Koep  
**Secretary**



Date June 24, 2022