

## Minutes of the September 22, 2022 Library Board meeting

OCTOBER 27, 2022, 6 P.M.

IN PERSON

### Attendance

#### Board members

- S. Bolton
- R. Bouchard
- B. Harvey
- A. Hazfi
- R. Jamal
- J. Linsangan
- E. Luptakova
- P. Somji

#### 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

---

The meeting was called to order at 6:02 p.m. and opened with a territorial acknowledgement by Trustee B. Harvey. The opening circle was facilitated by Trustee R. Jamal.

Trustee B. Harvey welcomed youth in attendance who are interested in the 2022-2023 student advisory trustee position.

### Adoption of minutes

1. Minutes of the June 23, 2022 Board meeting

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

THAT the minutes of the June 23, 2022 Library Board meeting be adopted.

**CARRIED UNANIMOUSLY**

- a. Business Arising from the June 23, 2022 Board meeting

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

2. Minutes of the July 28, 2022 Board meeting

Moved by Trustee S. Bolton, seconded by Trustee J. Linsangan

THAT the minutes of the July 28, 2022 Library Board meeting be adopted.

**CARRIED**

a. Business Arising from the July 28, 2022 Board meeting

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

### Consent agenda items (3 through 14)

3. June 2022 Chief Librarian's report
4. July & August 2022 Chief Librarian's report
  - a. Magical Science report
5. 2022 North Shore Writers Festival Committee report
6. September 2022 Program calendar
7. 2022 Calendar of events
8. Updated 2022 Board calendar
9. Fundraising committee minutes (Aug. 16 & Sept. 12)
10. Local general elections guidelines
11. Interim Report: COVID-19 Relief and Recovery, Emergency Planning & Preparedness Grant
12. Information Report to Mayor & Council: Surplus allocation & project reallocation
13. Information Report to Mayor & Council: Spokes 'n' Words
14. 2021 City Library charity return

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

THAT the consent agenda items 3 through 12 be adopted.

**CARRIED UNANIMOUSLY**

### Correspondence

15. Correspondence
  - a. Letter to Mayor and Council re: call for increased provincial funding at UBCM
  - b. Letter from Mari Martin, Director re: 2022 public library grant

### Presentation

16. City Library's EDI Audit & Framework

Shafana Mitha and Andrea Carey from INclusion INcorporated (ININ) presented an overview of the library's equity, diversity, access and inclusion audit, trainings, and action plan development and delivery.

The role of the Board throughout this process is to ensure alignment with strategic priorities, participate in the BelongINg metric survey, interviews and/or focus groups and provide feedback on a draft strategy and action plan.

A question was asked what the BelongINg Metric is. ININ responded that it is a measurement tool in the form of a survey with questions to assess if individuals feel a sense of belonging and inclusion in the organization. It is overlaid with demographics without identifying individuals.

A question was asked what the Global Diversity, Equity and Inclusion Benchmarks (GDEIB) are and how often the tool would be used. ININ clarified that the GDEIB is an internationally recognized tool that helps organizations determine strategy and measure progress in managing diversity and nurturing inclusion. It is meant to show where the library is on its journey and helps to set goals and assess progress over time. The GDEIB would be redeployed at an appropriate point once implementation has taken place.

A question was asked about what focus group and interviews will look like. ININ responded focus groups and interviews are used to explore themes arising from the survey results. ININ added that they work to get a cross-section of staff for focus groups and interviews after looking at what the data suggests.

## Reports

### 17. Chair

- a. Trustee recruitment & appointment of Trustee Review Committee

Trustee B. Harvey informed the Board that only two trustees are completing their terms in 2022 and both wish to renew their terms. Therefore there is no need to strike a committee to recruit new trustees.

- b. Holiday event on Nov. 25, 2022

Trustee B. Harvey reminded trustees of the holiday event.

### 18. Chief Librarian

Chief Librarian D. Hutchison Koep thanked trustees for attending the staff appreciation event.

Chief Librarian D. Hutchison Koep updated trustees on the unanticipated Sept. 19 holiday for public sector employers. The library treated the day as a stat for purposes of compensation, and stayed open with reduced hours.

Chief Librarian D. Hutchison Koep noted the recent Op-Ed in the North Shore News regarding library amalgamation. A comment was made that in response to the Op-Ed, the library could outline what is distinct and unique to our library.

Chief Librarian D. Hutchison Koep reported that the closure day for staff development will be Wednesday, November 23, and mitigation strategies will be in place to lessen the impact on community.

Chief Librarian D. Hutchison Koep reported that the budget process has begun and Council will see its first look at financial plan on November 21.

a. Accessible BC Act implementation

Chief Librarian D. Hutchison Koep summarized the new requirements for public libraries to establish an accessibility committee, a 3-year accessibility plan, and a mechanism to receive feedback on accessibility by September 2023.

Chief Librarian D. Hutchison Koep confirmed there is no direct provincial funding for this work, but there will be support for the sector in the form of templates, training and wise practices – and funding for accessibility planning has been requested through the 2023 budget process.

b. Meeting room divider project update

M. Liddle, Manager, Operations, summarized the meeting room divider project and its current status.

A question was asked if the timeframe for replacement was known and how the budget estimates were determined. M. Liddle responded that construction drawings are ready, but permits and bidding will take time, and funding must be in place first. A professional cost consultant is used to estimate the budget, which includes a contingency for further inflation.

c. First Language Kits

S. Tarcea, Manager, Public Services, showed trustees a sample of a First Language Kit (Mandarin-Chinese). A question was asked how much it costs to create a kit. S. Tarcea responded that the materials are about \$120, and noted there are cost differences in different languages due to access.

19. Councillor



Via email, Trustee J. McIlroy reported that at UBCM a motion was included as part of an endorsed block of resolutions regarding library funding, so it was not debated on the floor and passed without discussion. There were a number of different resolutions from different communities, but one was included and the others were listed making reference to the one that was voted on.

20. Advocacy Committee

- a. Upcoming event: Joint meeting and workshop on Oct. 20

Trustee J. Linsangan thanked Trustee B. Harvey for submitting the letter to Mayor and Council for the UBCM resolution on behalf of the Board.

Trustee J. Linsangan confirmed an upcoming workshop for trustees from all three North Shore libraries on Thursday, October 20 with Anni Holtby, Chair of Nelson Public Library, entitled *Advocacy from the Heart*.

21. Fundraising Committee

- a. Shred-it fundraiser update

Trustee R. Bouchard reminded trustees of the Shred-it event on Saturday, October 22 and asked them to put up posters and share information with their personal networks via social media. Trustee R. Bouchard will circulate an availability form for volunteering for the event.

- b. Donor recognition event

Trustee R. Bouchard spoke to the timeliness of hosting a donor recognition event because we have not hosted one since 2019. Trustee R. Bouchard will circulate a poll for potential dates.

A youth asked what kind of fundraising the library does. Trustee R. Bouchard responded that it is mostly passive, with the Shred-it event currently the only more "active" event. In addition, we have many donors who give regularly and we nurture and cultivate those relationships.

22. Governance Committee

Trustee R. Jamal reported the committee is working on a policy review and the annual Board evaluation. The Board evaluation will be updated to align the questions with the annual goals and will be sent out in October for discussion at the November meeting.

23. InterLINK

Trustee S. Bolton reported InterLINK has not met since May.

24. Multicultural Festival Task Force

Trustee A. Hazfi reported on the inaugural meeting which was to discuss the purpose of the committee, and for members to meet one another. Members will be researching different models of festivals in Canada and internationally to present at the next meeting in November.

#### 25. Trustee reports

Trustee P. Somji attended a workshop about modern treaties.

Trustee S. Bolton attended Nchem?u?s Day at Presentation House which featured art work, weaving, painting, and storytelling.

### New business

#### 26. 2023 Major Initiatives

Chief Librarian D. Hutchison Koep outlined the library's proposed major initiatives for 2023 as context for the 2023 budget proposal.

Trustees asked about the budget for the Indigenous Storyteller in Residence. S. Tarcea responded that the budget is based on research and information from other libraries, including Vancouver Public Library, which has had a storyteller for many years.

Trustees asked for clarity around the self service book locker operating costs. Chief Librarian D. Hutchison Koep confirmed that if the project is approved in 2023, then the ongoing operating costs would be submitted for the 2024 budget onward. Ongoing costs are minimal to keep the machine stocked after the initial investment.

A question was raised whether the library should be considering improvements to ventilation or HVAC. Chief Librarian D. Hutchison Koep responded that an assessment is required and we are currently waiting for consultants to be engaged. Based on the results, we will develop proposals for future budgets. Chief Librarian D. Hutchison Koep also clarified that safety and security concerns have also come to light during active threat planning and extreme weather events, which need to be formally assessed for future budgets.

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

THAT the North Vancouver City Library Board endorse the proposed 2023 major initiatives.

**CARRIED UNANIMOUSLY**

#### 27. 2023 Budget Submission

Chief Librarian D. Hutchison Koep reported out on the library's 2023-2032 budget submission.

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

THAT the North Vancouver City Library Board approve the 2023 budget submission.

**CARRIED UNANIMOUSLY**

28. Donation approval: G3 Terminal

S. Tarcea, Manager, Public Services, reviewed a recent donation from G3 Terminal Vancouver which will be used for memory care kits.

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

THAT the North Vancouver City Library Board approve the receipt of the G3 Terminal Vancouver donation and its expenditure as recommended.

**CARRIED UNANIMOUSLY**

29. Reconciliation

Trustee B. Harvey led a discussion on reconciliation.

Trustees shared their thoughts about the library's role in reconciliation, the role of the Board in supporting and reflecting that work, and anything that the Board could be doing differently.

## Adjournment

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


THAT the North Vancouver City Library Board meeting be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:59 p.m.

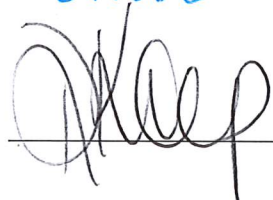
---

Brendan Harvey  
**Board Chair**



Date Oct 27, 2022

Deb Hutchison Koep  
**Secretary**



Date Oct 27, 2022