

Minutes of the October 27, 2022 Board meeting

NOVEMBER 24, 2022, 6 P.M.

IN PERSON (3RD FLOOR PROGRAM ROOM)

Attendance

Board members

- S. Bolton
- R. Bouchard
- B. Harvey
- A. Hazfi
- E. Luptakova
- J. McIlroy, Council Representative
- P. Somji
- B. Yadegari, Student Advisory Trustee

Staff members

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

Regrets

- R. Jamal
- J. Linsangan
- M. Liddle, Manager of Operations

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 R. Bouchard.

Trustee B. Harvey welcomed Bitu Yadegari, the successful student applicant for the 2022-2023 student advisory trustee position. Bitu is a grade 11 student at Carson Graham and is involved in many community service projects throughout the community.

Adoption of minutes

1. Minutes of the September 22, 2022 Board meeting
 - a. Business Arising from the September 22, 2022 Board meeting

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

THAT the minutes of the September 22, 2022 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

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

Consent agenda items (2 through 6)

2. September 2022 Chief Librarian's report
3. October 2022 Program calendar
4. 2022 Calendar of events
5. Governance committee minutes (Sept. 13, 2022)
6. InterLINK
 - a. Executive Director Operations Report – Sept. 27, 2022
 - b. 2022 InterLINK Board Self Evaluation – Board Update

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

THAT the consent agenda items 2 through 6 be adopted.

CARRIED UNANIMOUSLY

Correspondence

7. Correspondence
 - a. Letter to Hon. Nathan Cullen re: 2022 Public Library grant

Presentations

8. Pulling Together Canoe Journey 2022

Librarian K. Andrechuk presented on her experience with the [Pulling Together Canoe Journey 2022](#).

Reports

9. Chair
 - a. Student Advisory Trustee

Trustee P. Somji provided an overview of the Student Advisory Trustee interview and selection process.

Trustee E. Luptakova suggested a mentorship program for the Student Advisory Trustee and will pilot this for the Board this year. Part of the pilot project will be to develop guidelines for student trustee mentoring.

- b. Chief Librarian evaluation

Trustee B. Harvey noted that there will soon be questions sent to trustees and senior staff regarding the Chief Librarian's performance. Feedback from this process will be provided to Chief Librarian D. Hutchison Koep in a summary.

10. Chief Librarian

Chief Librarian D. Hutchison Koep highlighted upcoming important events from the Board calendar.

11. Councillor

Trustee J. McIlroy reported on the outcome of the recent municipal election. Trustee J. McIlroy expressed her appreciation for the recent joint training with the other North Shore libraries.

12. Advocacy Committee

- a. Report out on joint meeting and workshop

Report deferred.

13. Finance Committee

- a. Q3 Financial Report

Trustee A. Hazfi reported out on the third quarter financials, and noted that library staff are projecting a modest surplus at year-end.

A question was raised as to why the merchandise line is so high in the negative. Chief Librarian D. Hutchison Koep responded that product purchases and sales flow through the same account code, and the library recently made large purchases to restock items that have yet to be sold.

Chief Librarian D. Hutchison Koep further commented that we currently have no plans to increase revenue from merchandise – we typically stock items that we know customers will want or need (ex. bags or USB keys), and aim for cost recovery rather than profit. Retail “sales” are not currently part of our business as a library.

14. Fundraising Committee

- a. Shred-it fundraiser update

Trustee R. Bouchard reported that the Shred-it event was steady in numbers over the course of the day. Trustees expressed their enjoyment in hearing stories from customers about the impact the library has had on them over the years.

- b. Donor recognition event update

Trustee R. Bouchard reminded trustees of the upcoming donor recognition event November 18.

15. Governance Committee

a. Board evaluation preview

Trustee P. Somji reported on the updated Board evaluation which will be circulated Friday, Oct. 28. There are 40 questions which will be collated for a report and brought back for discussion in November.

16. InterLINK

Trustee S. Bolton reported that she completed the InterLINK Board survey and was struck by the difference between the InterLINK Board and the North Vancouver City Library Board.

Trustee S. Bolton highlighted interesting updates from other InterLINK libraries.

Trustee S. Bolton noted that Michael Burris, InterLINK Executive Director, is available to present to the Board about InterLINK.

17. Student Advisory Trustee

Student Advisory Trustee B. Yadegari reported out on planned activities for teens for September and October.

A question was asked who makes up the group of teen volunteers. Student Advisory Trustee B. Yadegari responded that there is a general volunteer pool and volunteers are contacted by email when opportunities arise.

18. Trustee reports

Trustee S. Bolton reported on the *Advocacy from the Heart* joint social and learning event with the other North Shore libraries.

Trustee S. Bolton attended the BCLTA AGM, and noted that Minister Cullen spoke in support of advocating for more money for libraries. In addition, there was a resolution passed to remove the barrier to library board participation for Indigenous people who live on reserve lands, which are currently considered extra-municipal.

Trustee P. Somji attended a workshop through Impact North Shore called Land We Live On: North Shore Culture Compass. The North Shore Culture Compass is a navigation tool that helps individuals discover and explore places of significant historical, cultural and natural heritage on the North Shore.

New business

19. Donation approval: Rita Nash

Manager of Operations, S. Tarcea, spoke to a recent donation of \$3,000 and how the funds are to be spent as per the donor's wishes.

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

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

CARRIED UNANIMOUSLY

20. Strengthening Communities Services Grant

Manager of Operations S. Tarcea reported that the library has received a second round of funding through the Strengthening Communities Services Grant. She also provided an overview of activities through the library's Open Door Community Hub (ODCH) during the first round of funding.

Manager of Operations S. Tarcea responded to a comment made about the goal of the ODCH and explained that while some visitors to the ODCH could find employment as a result of attending, this was not the specific purpose of the program.

A question was asked what honoraria are used for. Manager of Operations S. Tarcea responded that they are used to compensate nurses for foot care or therapists for art therapy, for example.

Manager of Operations S. Tarcea responded to a question about opportunities for volunteers and noted we have not used volunteers to date due to the ongoing pandemic.

Manager of Operations S. Tarcea commented that the additional grant will allow us to extend the ODCH program through July 31, 2023.

Staff will use what has been learned so far and bring a report and recommendations to the Library Board in spring 2023 to get endorsement of a future direction for this program.

Trustee E. Luptakova left the meeting at 7:28 p.m.

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

THAT the North Vancouver Library Board approve the receipt of new funding from the Strengthening Communities' Services Grant, and its expenditure as recommended by staff.

CARRIED UNANIMOUSLY

21. Fundraising at City Library

Chief Librarian D. Hutchison Koep and Fundraising Committee Chair Trustee R. Bouchard presented on fundraising at the library, including the role of the Library Board.

Chief Librarian D. Hutchison Koep commented that this conversation has been developing for a number of years, noting that active fundraising efforts by staff and trustees are often significant while the reward can be small.

Trustee R. Bouchard commented that it is unusual for a Library Board to take fundraising on directly. While trustees have lots of goodwill and enthusiasm, there is not necessarily a lot of expertise.

Trustee R. Bouchard reminded trustees that regardless of what happens with fundraising, which is specific and time-bound, trustees still have a role as advocates which is long-term and builds relationships.

A question was raised if we have tracked staff hours over the years dedicated to fundraising. Chief Librarian D. Hutchison Koep responded that the estimates are informed guesses and staff time has not been tracked consistently.

A question was raised if the library has done corporate fundraising in the past. Chief Librarian D. Hutchison Koep responded that for some past projects (Play and Learn and Recording Station), trustees were sent out to cold-call various corporate entities, but this did not appear to yield much beyond already established relationships.

A question was raised if people know they can donate to the library. Chief Librarian D. Hutchison Koep responded that some do, but many people see it as a municipal service that is funded through their taxes. A further question was raised if we communicate clearly enough that they can donate. Chief Librarian D. Hutchison Koep responded that there is information readily available via the library website, and the Gratitude wall near the library entrance is another way to inform visitors that the Library accepts donations.

Trustee R. Bouchard facilitated a discussion about fundraising at the library, and trustees provided their input and thoughts on the options outlined in the report. Based on the discussions, a report with refined options and a recommendation will be developed and brought to a future meeting.

Adjournment

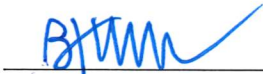
Moved by Trustee A. Hazfi, seconded by Trustee P. Somji

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

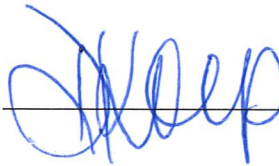
The meeting was adjourned at 8:59 p.m.

Brendan Harvey
Board Chair



Date 11.24.22

Deb Hutchison Koep
Secretary



Date Nov 25/22