

Minutes of the November 24, 2022 Board meeting

JANUARY 26, 2023 | 6 P.M.

IN PERSON (3RD FLOOR PROGRAM ROOM)

Attendance

Board members

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

The meeting was called to order at 6:05 p.m. and opened with a territorial acknowledgement by Trustee R. Bouchard. The opening circle was facilitated by Trustee E. Luptakova on behalf of Trustee S. Bolton.

Trustee S. Bolton joined the meeting at 6:08 p.m.

Adoption of minutes

1. Minutes of the October 27, 2022 Board meeting
 - a. Business Arising from the October 27, 2022 Board meeting

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

THAT the minutes of the October 27, 2022 Library Board meeting be adopted as amended.

CARRIED UNANIMOUSLY

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

Consent agenda items (2 through 6)

2. October 2022 Chief Librarian's report
3. November 2022 Program calendar
4. 2022 Calendar of events
5. 2023 Proposed Library Board meeting dates
6. Committee minutes
 - a. Advocacy (Nov. 3, 2022)
 - b. Fundraising (Nov. 7, 2022)
 - c. Governance (Nov. 15, 2022)

Moved by Trustee R. Jamal, seconded by J. McIlroy

THAT the consent agenda items 2 through 6 be adopted.

CARRIED UNANIMOUSLY

Correspondence

7. Correspondence
 - a. Letter to Bitu Yadegari re: Student Advisory Trustee position

Reports

8. Chair

Trustee B. Harvey recently attended the North Shore Authors Collection celebration and the Teen Short Story Contest awards ceremony.

Trustee B. Harvey thanked everyone for attending the recent donor appreciation event.

- a. Holiday celebration reminder
- b. Council orientation reminder
- c. Trustee appointments for 2023

Trustee B. Harvey requested staff check with the Clerk's Office to confirm the timeline for trustee appointments for 2023.

- d. Appointment of nomination committee

Trustee S. Bolton and Trustee R. Jamal will form the nomination committee for 2023.

Chief Librarian D. Hutchison Koep will send the nomination committee reports from the past two years as a reference.

e. Chief Librarian evaluation

Trustee B. Harvey reminded trustees and senior staff to complete the survey for the Chief Librarian evaluation by December 5, 2022.

9. Chief Librarian

Chief Librarian D. Hutchison Koep reported on equity, diversity, and inclusion work to date: the survey of staff and trustees has been completed and results are being compiled; the Global Diversity, Equity, and Inclusion Benchmarks (GDEIB) surveys have been completed; approximately 2/3 of content for the audit process has been submitted; and a call for staff advisory group members has recently closed.

Several trustees and the Chief Librarian attended Council's inauguration on November 7, 2022 and the inaugural address from Mayor Buchanan can be found here: <https://www.cnv.org/Your-Government/Mayor-and-Council/Mayor-Linda-Buchanan>

The staff development day held on November 23, 2022 was well received. Chief Librarian D. Hutchison Koep thanked the Board for making it possible for staff to get together to learn. Unfortunately, the Café closed at 2 p.m. despite our confirmation with the Café and communication to the public that it remain open until 4 p.m. Library staff have followed up with the Café owners.

Chief Librarian D. Hutchison Koep invited the Board to the Sema7maka canoe sleeping ceremony on December 1, 2022, and will email details of the event.

A question was raised if there is more contact with certain City departments over others. Chief Librarian D. Hutchison Koep responded that library staff work closely with facilities, IT, finance, and public safety staff, and Chief Librarian D. Hutchison Koep maintains good relationships with all City directors.

10. Councillor

Trustee J. McIlroy reported that Council will be undertaking a strategic planning process in 2023 which will be a refresh of the existing strategic plan.

11. Advocacy Committee

a. Revised Committee Terms of Reference

Trustee J. Linsangan reported the committee has drafted an updated terms of reference, and is beginning work on the development of an advocacy plan.

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

THAT the North Vancouver City Library Board approve the updated Terms of Reference for the Advocacy Committee.

CARRIED UNANIMOUSLY

A question was raised about what had changed compared to the previous terms of reference. Trustee J. Linsangan responded that there were changes to remove reference to specific tactical activities and refocus on overall aims. There were also some adjustments to information pertaining to the Chair and membership, and accountability, in line with the Governance Committee's recommendations.

A question was raised how the committee will track its efforts and how other trustees will be made aware of these efforts. Trustee J. Linsangan responded that this would be built into the advocacy plan, and a specific tool has yet to be developed. An example could be an "advocacy log" to track information over time.

A trustee reminded colleagues to be cautious about measuring results too quickly, as the outcomes might not be seen immediately.

b. Advocacy to Mayor and Council

Trustee J. Linsangan communicated to the Board that advocacy to Mayor and Council is a priority. At this time, the goal is to build relationships, not a specific "ask". Trustees are to provide Trustee J. Linsangan with the name of the Councillor (or Mayor) that they are interested in connecting with.

A question was raised if any other libraries do this type of advocacy work, and what has the reception been in the past when there is not a specific ask. Chief Librarian D. Hutchison Koep responded that this is considered a "wise practice" and is recommended by BCLTA. Trustees at other libraries who have done this have reported that elected representatives are generally happy to meet.

A trustee commented that trustees' connections need not be exclusively with a single Councillor (or the Mayor) and there could be opportunity to connect with others over time.

A trustee commented that Attachment 4 (Council and Library strategic alignment) was very helpful. Chief Librarian D. Hutchison Koep stated that it was prepared by staff and advocacy committee members in 2019, and has been updated slightly for 2022.

12. Fundraising Committee

a. Donor event debrief

Trustee R. Bouchard thanked everyone for attending the recent donor appreciation event.

A trustee commented that the amount of time at each "stop" (currently set at 8 minutes) did not feel like enough time and suggested extending this time at future donor events.

b. Fundraising at City Library: Recommendations

Trustee R. Bouchard summarized the recommendation for fundraising at City Library.

A question was asked about Shred-it. Trustee R. Bouchard responded it will be the responsibility of trustees to find a sponsor. If a sponsor is not secured, then it will be a decision of the Board whether or not to move the event forward.

A question was raised as to how the Board would look for sponsorship. Trustee R. Bouchard responded to confirm that policy would guide the work and to describe how trustees might approach potential sponsors. The thinking is to dissolve the standing fundraising committee, and instead constitute a short-term task force for Shred-it, as a once-a-year event does not require a committee.

A concern was expressed that the event will simply fall on staff, and Trustee R. Bouchard commented that if the Board was not willing to support this event, then it would not be done at all.

A concern was raised that if the event does not go ahead annually, then it will eventually die off. The committee agreed to remove the wording around the contingency of sponsorship from the recommendation, specifically: Continue the annual Board-run **Shred-it** fundraiser *provided sponsorship for costs can be obtained*, and use as an opportunity to build awareness of the library.

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

THAT the North Vancouver City Library Board approve the recommended course of action regarding fundraising at City Library, and direct the fundraising committee and staff to take steps to update policies and processes accordingly.

CARRIED

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

THAT the North Vancouver City Library Board move the meeting in camera.

CARRIED UNANIMOUSLY

Staff members M. Liddle, S. Tarcea, and L. Wright and Student Advisory Trustee B. Yadegari were excused from the meeting.

The Board recessed to in-camera at 7:43 p.m.

The Board returned to the regular session at 8:32 p.m.

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

THAT the North Vancouver City Library Board ratify the motions made in camera and that the content of the motions and the details of the discussion remain in camera.

CARRIED UNANIMOUSLY

13. Governance Committee

a. Self-evaluation results & priorities for 2023

Trustee R. Jamal thanked trustees for completing the self-evaluation. In general, the scores were reasonably high, but some areas had a bit of a spread. The governance committee identified themes and recommendations to address some of the concerns and comments received.

While the EDI question scored below 4, the committee felt there was a broad interpretation of what the terms meant, but further discussion is required.

Trustee R. Jamal reported that while the workload and commitment scores were high and positive, and the package was informative, it is more than what people expected coming in. The committee will look to the executive to address this and ensure it is clear for the orientation of new Board members.

Trustee B. Harvey encouraged trustees who were “neutral” on or “disagreed” with certain statements to reach out to the Chair to discuss how to address these.

A comment was made that there are common themes year-over-year, and that it takes a couple years to get comfortable with the role.

14. Multicultural Task Force

Trustee A. Hazfi reported that groups presented their research on multicultural festivals, followed by a discussion at the recent meeting. The next step is to determine how the task force will present to the public and get all different groups to come together for one event.

15. Student Advisory Trustee

Student Advisory Trustee B. Yadegari referred to a written report and highlighted recent youth events.

16. Trustee reports

No reports.

New business

17. 2023 Fees and charges

Moved by Trustee E. Luptakova, seconded by Trustee J. McIlroy

THAT the North Vancouver City Library Board approve fees and charges as presented, effective January 1, 2023.

CARRIED UNANIMOUSLY

18. 2023 Library closed dates

In response to a question, M. Liddle confirmed these dates and time follow the same pattern as in previous years. Chief Librarian D. Hutchison Koep noted the increased number of Sunday closure dates as a result of collective agreement language that requires the library to close on a Sunday when a statutory holiday is adjacent - this is a result of several holidays falling on Saturdays in 2023.

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

THAT the North Vancouver City Library Board approve the 2023 Library closed dates as presented.

CARRIED UNANIMOUSLY

19. "Big Conversation" guidelines

Trustee B. Harvey tabled this item for January 2023.

Adjournment

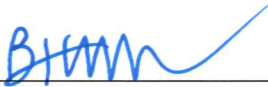
Moved by Trustee R. Jamal, seconded by Trustee E. Luptakova

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 9:03 p.m.

Brendan Harvey
Board Chair



Date Jan 26, 2023

Deb Hutchison Koep
Secretary



Date Jan 26, 2023