

# Minutes of the February 23, 2023 Library Board meeting

APRIL 20, 2023 | 6 P.M.

IN PERSON (3RD FLOOR PROGRAM ROOM)

## Attendance

### Board members

- S. Bolton, Trustee
- R. Bouchard, Trustee
- A. Hazfi, Finance Chair
- R. Jamal, Vice Chair
- J. Linsangan, Trustee
- E. Luptakova, Trustee
- P. Somji, Trustee
- T. Valente, Council Representative
- B. Yadegari, Student Advisory Trustee

### Staff members

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

### Absent

- B. Harvey, Chair
- S. Tarcea, Manager of Public Services

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The meeting was called to order at 6:04 p.m. and opened with a territorial acknowledgment by Trustee R. Bouchard. The opening circle was facilitated by Trustee A. Hazfi.

## Presentations

- Orientation to Public Library InterLINK (Michael Burris, Executive Director, InterLINK)

Michael Burris, Executive Director, InterLINK provided an overview of the Public Library InterLINK federation and its programs, services and governance.

A question was asked what is meant by “shelf ready” in regards to world languages collections. M. Burris responded that many libraries do not have the staff capacity to do cataloguing in multiple languages and InterLINK works with a vendor to access this service.

A question was asked about the training programs coordinated through InterLINK and how they are selected. M. Burris responded that interest in a particular subject is brought to the Administrators’

Advisory Group which consists of library directors. They provide advice to M. Burris as the Executive Director and staff development opportunities are explored.

A question was asked if there was more collaboration when the InterLINK Board was meeting in person. M. Burris responded that there was more networking and sharing in person than online; however, they are making the hybrid model work as best they can.

A question was asked if more information through InterLINK will be shared with the Board. M. Burris responded that there is a plan to share more resources with Board appointees to use as educational tools for their library boards.

A question was asked how InterLINK's strategic framework works. M. Burris responded that it is reviewed and reapproved by the InterLINK Board each year and allows for fluidity. There are plans for a full strategic plan review and the timing will align with some changes at InterLINK over the next year.

- EDI Audit and Framework Update (INclusion INcorporated)

Laura McPhie, Director of INclusion and Impact, INclusion INcorporated (ININ), presented on the EDI Audit and framework to date.

A question was asked if there is a plan to re-survey staff on a regular basis. L. McPhie responded that ININ will likely recommend a time period to check in, but it does not have to be ININ's metric. The initial survey is used as a benchmark.

A question was asked if fear and psychological safety is related to the pandemic and what staff had to deal with during that time. L. McPhie responded that this theme is mostly about the ability to vocalize and speak up. Given that ININ does not have a full picture yet, staff interviews might elicit more information in this area.

A comment was made about the difference in engagement based on tenure, and trustees were curious if this is typical at other organizations. L. McPhie responded that this result is interesting, and often what is seen is that long-term employees have more stability as well as longer memories.

A question was asked if ININ delves in to why people feel the way they do. L. McPhie responded that for EDI work, it is important to find ways for employees to have good experiences in their engagement. The consultant role is to listen for consistencies in interviews and look past the individual experience because there can be a ripple effect from one individual to others. ININ uses casual layer analysis to identify different layers and make synchronized changes at all levels to create something new.

Trustees expressed curiosity how staff are feeling about the EDI work. L. McPhie responded that she has heard they are excited about it and some have expressed they feel like things have positively shifted.

Trustee S. Bolton left the meeting at 7:07 p.m.

## Adoption of minutes

1. Minutes of the January 26, 2023 Board meeting

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

**THAT the minutes of the January 26, 2023 Library Board meeting be adopted.**

**CARRIED**

- a. Business arising from the January 26, 2023 Board meeting

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

## Consent agenda items (2 through 7)

2. January 2023 Chief Librarian's report
3. February 2023 program calendar
4. Committee minutes
  - a. Advocacy Committee (Jan. 11, 2023)
5. 2023 Calendar of events
6. 2023 Board Calendar (updated)
7. BDO 2022 audit engagement letter

A question was asked if there are budgetary concerns related to the recent sort machine breakdown and the water leak. Chief Librarian D. Hutchison Koep responded that the sort machine is actively maintained, and was recently overhauled. It was unfortunate the piece needed for repair was not in our stock and we had to wait on its arrival.

The water leak from the 2<sup>nd</sup> floor washroom was found and responded to quickly and caused minimal damage. The issue is ongoing as the diameter of pipes in the building can cause clogs easily. We are able to mitigate and repair as needed, and are discussing with City Facilities staff how to trap water before it spreads into the building.

Moved by Trustee A. Hazfi, seconded by Trustee T. Valente



**THAT the consent agenda items 2 through 7 be adopted.**

**CARRIED UNANIMOUSLY**

## Reports

### 8. Chair

Trustee R. Jamal thanked those who attended the Council meeting on February 13, 2023 regarding the budget.

Trustee R. Jamal reminded trustees that there is no meeting in March and the next Board meeting is scheduled for April 20, 2023.

### 9. Chief Librarian

Chief Librarian D. Hutchison Koep commented on the library's upcoming drag storytime with Conni Smudge on March 4, 2023. Staff have created a detailed plan and have met with the RCMP and City staff, and key messaging has been shared with all. So far, we have had a few curious questions from community members.

#### a. 2023 Budget Update

Chief Librarian D. Hutchison Koep reported that the library's operating and five-year project budget was discussed at the February 13, 2023 Council meeting, with a focus on the current year. The library's full budget proposal was included, with one exception: new funding for a storyteller-in-residence. (Staff will bring back options for this initiative once a budget has been approved).

Following Council's comments and questions, all City departments were asked to reduce their project budgets. Chief Librarian D. Hutchison Koep presented staff's recommendations on budgets to cut, reduce or defer, totalling over \$300,000 in 2023.

A question was asked about to what extent projects with ongoing costs, such as staffing, are not identified from the start. Chief Librarian D. Hutchison Koep responded that usually we are able to move staffing around within our existing capacity as with The Collaboratory, or explicitly identify ongoing operating costs arising from Capital, but the book bike is an exception. At its inception, we used it one to two times per week and used existing staffing. During the pandemic, one-time funding enabled us to add temporary summer staffing and increase programming to five to six days per week. City Library has requested three years of project funding to continue temporary summer staffing as a pilot program.

Trustees commented that the book bike has evolved, demand for its presence at community events is high, and it is a popular service – and expressed concerns about reducing its staffing. Chief Librarian D. Hutchison Koep noted that we initially asked for a larger amount to fund a part-time presence in the off-season. As part of the requested reductions, the request has been reduced to a budget for summer staffing only.

A question was asked if the book bike staffing would ever become part of the operating budget. Chief Librarian D. Hutchison Koep responded that, if the pilot project demonstrates sustained demand, there would be a request for ongoing operating funding.

Chief Librarian D. Hutchison Koep clarified that the meeting room divider wall is not actually in the library's budget request, but that of Strategic and Corporate Services (Facilities) – and it has been removed from the 2023 budget. The impact of not completing the project this year is that costs may continue to climb, and, while the wall is currently functional, it is failing. Should the wall fail altogether, we will have to cancel or find alternate locations for programming and community meetings.

Trustees asked if the library was given a target for budget reductions. Chief Librarian D. Hutchison Koep responded that no amount or percentage was given, but it was suggested that the total amount requested should be consistent with recent years.

Trustees commented that the cuts made to the library budget feel disproportionate to what was heard in the Council meeting.

Trustees expressed concerns that if the library makes large reductions, it may be expected to do so again in future, and expressed support for the budget that was put forward.

Trustees acknowledged that what is being put forward is a responsible and substantial reduction, and expressed strong support to retain the book bike project in our proposal. Trustees directed Chief Librarian D. Hutchison Koep to follow up with the CFO regarding the book bike and the Board's overall concerns, and to work with City finance staff over the coming year to help them understand our budget methodologies and needs.

Trustees discussed how to communicate with Council about their concerns. It was agreed to wait until the budget process is complete, then include comments in the budget acknowledgement letter. Trustees can also communicate with members of Council.

b. 2022 Audit Update

Chief Librarian D. Hutchison Koep informed trustees that the 2022 audit process is underway, and it is anticipated the results will be ready for the April 20 Board Meeting. BDO (the auditors) has offered to present the audited results to the Board, and trustees have politely declined.

#### 10. Councillor

Trustee T. Valente communicated that Council's strategic planning sessions are upcoming.

#### 11. Advocacy Committee

Trustee J. Linsangan reported that the outgoing committee met in January, and she thanked Trustees P. Somji and S. Bolton as past members. The committee is working on an advocacy plan, and has so far discussed objectives and measures of success.

#### 12. InterLINK

No report.

#### 13. Multicultural Festival Task Force

Trustee A. Hazfi reported that the task force met in February with a facilitator to help clarify their focus – an educational and entertainment, multi-venue event with local talents and artists from different ethnic and cultural backgrounds.

#### 14. Student Advisory Trustee

Student Advisory Trustee B. Yadegari provided an overview of teen initiatives since January 2023.

#### 15. Trustee reports

Trustee R. Jamal commented on her participation in the library's community cookbook project, and was struck by the interest in connecting and engagement around food.

## New business

#### 16. 2023 Workplan & evaluation framework

Chief Librarian D. Hutchison Koep gave a presentation to illustrate how the annual workplan is developed, and how results are monitored and evaluated.

Discussion ensued about the impact of the budget revisions to the workplan. Chief Librarian D. Hutchison Koep confirmed that some projects will not move forward in 2023 if budgets are not



approved. For some projects, it may be possible to undertake preparatory work so we can move quickly if the budget is approved in a future year.

A question was asked if the library will add projects if budget requests don't go through. Chief Librarian D. Hutchison Koep responded that there is still plenty of work to do; staff may rework or reframe some projects.

A question was asked if bringing the workplan and evaluation framework at this time makes sense. Chief Librarian D. Hutchison Koep acknowledged that it is tricky; however, staff need to start the work, so the timing does not always line up.

Chief Librarian D. Hutchison Koep indicated she would bring forward an updated workplan when the 2023 budget is finalized and adopted.

Moved by Trustee T. Valente seconded by Trustee E. Luptakova

**THAT the North Vancouver City Library Board endorse the proposed 2023 Library workplan and evaluation framework.**

**CARRIED UNANIMOUSLY**

#### 17. Library Strategic Plan Strategic Framework

Chief Librarian D. Hutchison Koep shared the two-page document that has been developed to communicate the timeframe for our current strategic plan and thanked Abby Saxton, Communications Coordinator, for the design.

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

**THAT the North Vancouver City Library Board approve the Library Strategic Plan Strategic Framework as presented.**

**CARRIED UNANIMOUSLY**

#### 18. Donation approval: STEAM programming

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

**THAT the North Vancouver City Library Board approve the receipt of the Ann McKinnon donation and its expenditure as recommended by staff.**

**CARRIED UNANIMOUSLY**

#### 19. Facility Projects Update

Deferred to April 20, 2023.

Moved by Trustee E. Luptakova, seconded by Trustee T. Valente

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

**CARRIED UNANIMOUSLY**

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

The Board recessed to in-camera at 8:50 p.m.

The Board returned to the regular session at 9:05 p.m.

## **Adjournment**

Moved by Trustee T. Valente, seconded by Trustee R. Bouchard


**THAT the North Vancouver City Library Board meeting be adjourned.**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:06 p.m.


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Brendan Harvey  
**Board Chair**



Date April 20, 2023

Deb Hutchison Koep  
**Secretary**



Date Apr 20, 2023