

Minutes of the May 25, 2023 Library Board meeting

JUNE 22, 2023 | 6 P.M.

IN PERSON (3RD FLOOR PROGRAM ROOM)

Attendance

Board members

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

Absent

- R. Bouchard, Trustee

The meeting was called to order at 6:06 pm and opened with a territorial acknowledgment by Trustee J. Linsangan. The opening circle was facilitated by Trustee T. Valente.

Trustee T. Valente joined the meeting at 6:11 p.m.

Adoption of minutes

1. Minutes of the April 20, 2023 Board meeting

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

THAT the minutes of the April 20, 2023 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the April 20, 2023 Board meeting

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

Consent agenda items (2 through 9)

2. April 2023 Chief Librarian's report
3. May 2023 program calendar
4. Committee minutes
 - a. Fundraising (May 3, 2023)
5. 2023 Calendar of events
6. Homeless Community Action (SPARC) grant application
7. March & April 2023 Council information report
8. Emergency kits for personal use policy
9. Information report: Pay transparency legislation

Moved by Trustee E. Luptakova, seconded by Trustee P. Somji

THAT the consent agenda items 2 through 9 be adopted.

CARRIED UNANIMOUSLY

Correspondence

10. Correspondence
 - a. Letter to Minister Kang re: public library grants

Reports

11. Chair

Trustee B. Harvey reminded trustees about the unveiling ceremony for the library's Coast Salish weavings on Friday, May 26, 2023.

12. Chief Librarian
 - a. DRAFT 2022 Community Report

Chief Librarian D. Hutchison Koep presented the draft 2022 Community Report for feedback. The report will be shared with Council at their June 12, 2023 meeting.

A question was asked if this is the only time that the Board will be going before Council. Chief Librarian D. Hutchison Koep responded that there may be another opportunity in the fall, pre-budget.

A question was asked what will be showcased at Council. Chief Librarian D. Hutchison Koep responded that we will thank Council for funding, and share highlights from the past year. A written report provides additional information about alignment to Council's priorities.

Trustee T. Valente commented that aligning with Council's current strategic plan is beneficial.

b. Revised 2023 Workplan

Chief Librarian D. Hutchison Koep reported that the 2023 workplan has been revised to reflect where funding changes were made and where this affects the planned work of the library.

c. Diversity, Equity & Inclusion Audit: Community Engagement Plan

Chief Librarian D. Hutchison Koep provided an update on the Diversity, Equity and Inclusion Audit to date. The next phase of work is community engagement. The library's consultants, INclusion INCorporated, will be onsite June 6-9, 2023 for a community open house and exit survey, augmented by focus groups and key informant interviews. Questions asked will be about people's experiences of inclusion and barriers in the library. There will also be a survey available online.

Chief Librarian D. Hutchison Koep commented that the City may be undertaking engagement at the same time and, while we are distinct, it will be an opportunity to learn from one another.

d. Truth & Reconciliation Day September 30

Chief Librarian D. Hutchison Koep confirmed that September 30 is now a recognized statutory holiday in British Columbia. The library will be open from 10 a.m. – 5 p.m. as space for learning and reflection. The library will be closed to the public on Sunday, October 1 because of a provision in our Collective Agreement that requires Sunday closure when adjacent to a public holiday.

e. Library material challenges

Chief Librarian D. Hutchison Koep commented that libraries in Canada and the United States have experienced rising challenges to materials on shelves. This can take the form of removing or hiding books.

Chief Librarian D. Hutchison Koep reported that a display on anti-racism was removed and appears to have been stolen. Staff have reordered the materials, and it has been reported to CFLA-FCAB (Canadian Federation of Library Associations), which tracks challenges to library materials. Staff have been reminded to "rove" more frequently. We have not observed any further issues, and continue to monitor closely.

A question was asked how staff are feeling. Chief Librarian D. Hutchison Koep commented that it is upsetting for staff, and that the steps that we have taken to mitigate future challenges have been communicated.

A comment was made that it might be timely to communicate to the public how we choose our collections. Chief Librarian D. Hutchison Koep responded that Vancouver Public Library has a great video on how libraries select materials for their collections and we can share this on our social media channels.

13. Councillor

Trustee T. Valente spoke to the upcoming events and programming happening at the Shipyards, and will share the schedule with trustees.

Trustees asked if the book bike will be down at the Shipyards this summer. Chief Librarian D. Hutchison Koep confirmed that the Shipyards will be on the summer schedule; we have posted the Book Bike Ambassador position and will complete hiring shortly.

Trustee T. Valente reminded trustees that it is GoByBike Week from May 29 – June 4, 2023.

14. Finance

a. 2022 Statement of Financial Information

Trustee A. Hazfi presented the 2022 Statement of Financial Information.

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

THAT the North Vancouver City Library Board approve the 2022 Statement of Financial Information as presented.

CARRIED UNANIMOUSLY

b. 2023 Budget Adoption

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

THAT the North Vancouver City Library Board adopt the 2023 budget.

CARRIED UNANIMOUSLY

c. 2023 1st quarter financial report

Trustee A. Hazfi presented the 2023 1st quarter financial report.

A question was asked about the budget for medical certificates. Chief Librarian D. Hutchison Koep responded that this is a small budget to cover the costs of medical certificates related to return-to-work arrangements for staff who have been away for medical reasons, and to workplace accommodations.

Trustees commented that they like the new format where numbers are broken down by function.

Chief Librarian D. Hutchison Koep explained that once per year there is a payment for InterLINK which is accrued from the previous year. As a result, it shows a negative balance until later in the year.

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

THAT the North Vancouver City Library Board approve the 2023 1st quarter financial report as presented.

CARRIED UNANIMOUSLY

15. Fundraising

a. Shred-it Event & Sponsorship

Trustee P. Somji shared a presentation outlining that in order to move forward with a fall Shred-it event, a sponsor is required. In addition, at minimum, two trustees will be required to participate in a sub-committee.

Trustee P. Somji explained that the main task for the sub-committee is to seek out sponsorship after finalizing the sponsorship letter, and help staff plan the event.

Trustee S. Bolton expressed interest in being on the sub-committee.

b. Fundraising Policy Updates

Chief Librarian D. Hutchison Koep commented that policy updates reflect the dissolution of the Friends and the fundraising committee's change from a standing committee to an ad hoc committee.

Moved by Trustee S. Bolton, seconded by Trustee T. Valente

THAT the North Vancouver City Library Board approve the fundraising policy updates as presented.

CARRIED UNANIMOUSLY

16. Governance

a. Board calendar check-in

Trustee R. Jamal presented four options for the Board to consider for future discussion/development topics. Trustees agreed that their preference is to add a joint workshop with the other North Shore Library Boards on inclusive governance in order to accommodate all planned topics for the year.

Trustee R. Jamal indicated that the Governance Committee will work with staff to update the Board calendar accordingly.

Trustee R. Jamal asked if trustees want to meet over the summer for a book discussion about the summer reading title – *Palaces for the People* by Eric Klineberg. Trustees requested staff to poll trustees for a date, time and location.

17. InterLINK

Trustee S. Bolton reminded trustees to complete the short survey on emergency management that was previously sent.

Trustee S. Bolton attended Michael Burris' retirement party. The new executive director for InterLINK will be Leigh Anne Palmer, the current executive director for the Association of BC Public Library Directors.

18. Student Advisory Trustee

Student Advisory Trustee B. Yadegari commented on the Teen Advisory Council program planning and outreach and promotion events.

A question was asked if trustees will get to see the completed Teen Zine. Student Advisory Trustee B. Yadegari responded that all trustees will receive a copy.

19. Trustee reports

Trustee E. Luptakova attended the annual Civic Youth Awards event and congratulated Student Advisory Trustee B. Yadegari on being recognized with an award as a young person who has made positive contributions to the community.

Trustee S. Bolton reported on meeting with Councillor Shervin Shahriari and they spoke about the opioid deaths on the North Shore. Given that statistics show about 85% of fatal overdoses on the North Shore are male, and are predominately between 20 to 55 years old, they discussed an idea to draw people into the library to hear one another's stories.

New business

20. 2022 Surplus Report & Recommendation

Chief Librarian D. Hutchison Koep and Manager of Public Services S. Tarcea spoke to the 2022 surplus report and recommendation.

Chief Librarian D. Hutchison Koep explained how the 2022 surplus is calculated, and that surplus allocations from previous years impact the amount we can request for 2022.

Chief Librarian D. Hutchison Koep explained that the Indigenous Storyteller in Residence program was approved by the Board for the 2023 proposed budget, but did not go forward for Council consideration. Staff recommend this as an appropriate use for the surplus funding – it would be a pilot project to assess outcomes and inform future work.

A question was asked why we wouldn't ask for the maximum available amount. Chief Librarian D. Hutchison Koep responded that this is the amount that is reasonable given the project and the timeline.

Moved by Trustee J. Linsangan, seconded by Trustee P. Somji

THAT the North Vancouver City Library Board allocate \$20,000 from 2022 surplus funds for an Indigenous Storyteller in Residence Program, and direct staff to prepare and submit an information report to council accordingly.

CARRIED UNANIMOUSLY

21. Foundry Youth Work Experience

Manager of Operations M. Liddle explained that Foundry North Shore approached City Library staff to request we host a paid 6-month work experience for a young person. Donor Rita Nash stepped forward to contribute an additional amount to top up Foundry funds so that the employee can be paid the appropriate wage. Foundry identifies the youth to be interviewed for the position and a caseworker provides support throughout the placement.

Trustees commented that the wage top up is validating.

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

THAT the North Vancouver City Library Board approve the Foundry Youth Work Experience program, including receipt and expenditure of the Rita Nash donation.

CARRIED UNANIMOUSLY

22. LawMatters Grant

Manager of Public Services S. Tarcea noted that the purpose of this grant is to support purchase of legal materials. The scope is broad and comprises equity, reconciliation and social justice. Staff recommend putting \$1,500 toward traditional legal resources and \$500 toward themed kits for children and families about poverty and homelessness.

Moved by Trustee J. Linsangan, seconded by Trustee P. Somji

THAT the North Vancouver City Library Board approve the receipt of the LawMatters grant and its expenditure as recommended by staff.

CARRIED UNANIMOUSLY

Adjournment

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

THAT the North Vancouver City Library Board meeting be adjourned.

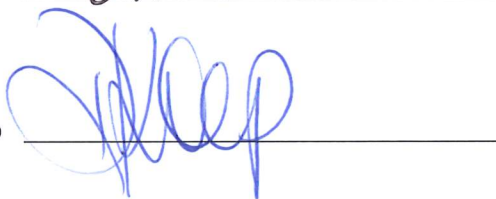
The meeting adjourned at 8:12 p.m.

Brendan Harvey
Board Chair



Date June 22, 2023

Deb Hutchison Koep
Secretary



Date June 22, 2023