

Minutes of the October 26, 2023 Library Board meeting

NOVEMBER 23, 2023 | 6 P.M.

IN PERSON (3RD FLOOR PROGRAM ROOM)

Attendance

Board members

- S. Bolton
- R. Bouchard
- B. Harvey
- A. Hazfi
- R. Jamal
- P. Somji
- T. Valente
- Z. Spenta, Student Advisory Trustee

Staff members

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

Absent

- E. Luptakova

The meeting was called to order at 6:01 p.m. and opened with a territorial acknowledgement by Trustee B. Harvey. The opening circle was facilitated by Trustee A. Hazfi.

Trustee B. Harvey welcomed Z. Spenta as the Board's 2023-2024 Student Advisory Trustee.

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

Adoption of minutes

1. Minutes of the September 28, 2023 Board meeting

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

THAT the minutes of the September 28, 2023 Library Board meeting be adopted as amended.

CARRIED

- a. Business arising from the September 28, 2023 Board meeting

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

Consent agenda items (2 through 10)

2. September 2023 Chief Librarian's report
3. October 2023 program calendar
4. 2023 Calendar of events
5. Committee minutes
 - a. Governance Committee (October 4, 2023)
6. InterLINK
 - a. Draft meeting minutes (May 30, 2023)
 - b. Executive Director's Report (Sept. 8, 2023)
 - c. 2023 Operations Plan Update
 - d. Circulation Summary – Comparisons
7. 2022 SOFI schedule update
8. Library Month proclamation
9. CNV/Squamish Nation Protocol Agreement
10. Library Board of Trustees FAQ (updated)

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

THAT the consent agenda items 2 through 10 be adopted.

CARRIED UNANIMOUSLY

Reports

11. Chair
 - a. Meeting with MLA Bowinn Ma

Trustee B. Harvey reported that he met with Hon. Bowinn Ma and they plan to meet annually. Staff will send the monthly Library highlights report that currently goes to Council to the constituency office as well, along with the upcoming program calendar.

- b. Joint workshop

Trustee B. Harvey reminded trustees about the joint workshop on inclusive governance on Nov. 1.

12. Chief Librarian

Chief Librarian D. Hutchison Koep noted that the total number for Summer Reading Club registrants in BC this year was over 90,000.

- a. City budget update

Chief Librarian D. Hutchison Koep reported that the process is delayed from the previous timeline, and she is awaiting further information.

b. Library Small Grants

Library Services Coordinator S. Taleban presented highlights of the Library Small Grants.

Chief Librarian D. Hutchison Koep noted that the Board approved an initial two rounds of funding of \$6,000 each, and the current round closes in 2023. It was suggested that the Library Small Grants program be highlighted at the upcoming donor recognition event.

13. Councillor

Trustee T. Valente commented on work being done to engage community members around the community well-being strategy, climate action, and curb access and parking,

Trustee T. Valente reported on the success of the North Shore E-Bike Share pilot program.

Trustee T. Valente noted that a respectful communication policy was approved.

14. Fundraising Committee

a. Shred-it event

Trustee R. Bouchard thanked those who helped with the Shred-it event and reported a gross of \$4,293.65. The committee will bring a report with recommendations to the November meeting.

b. Donor recognition event

Trustee R. Bouchard reminded trustees about the Donor Recognition event on Nov. 3.

15. Governance Committee

a. Board self-evaluation

Trustee R. Jamal noted the Board self-evaluation survey has been sent and closes Nov. 5.

Trustee R. Jamal stated that there is value and richness in the comments which allows for a better understanding of what the numbers mean. The committee will bring a report on the findings to the November meeting.

16. Trustee Review Committee

a. Trustee recruitment update

Trustee R. Jamal reminded trustees about the information session for prospective trustees on November 6.

Chief Librarian D. Hutchison Koep described the process for trustee appointments.

17. Multicultural Festival Task Force

Trustee A. Hazfi noted the Multicultural Festival Task Force has completed its mandate and recommended a festival model focused on learning, celebrating, and showcasing. The committee will bring its recommendations to Council in December.

Trustee A. Hazfi commented that the recommended funding model for the festival is a combination of City funding and matched donations.

18. Student Advisory Trustee

Student Advisory Trustee Z. Spenta highlighted upcoming programs and workshops, as well as the teen writing contest.

Student Advisory Trustee Z. Spenta commented that the level of engagement with the teen writing contest depends on the topic, and the Teen Advisory Council is not aware of language barriers nor of receiving submissions in other languages.

Manager, Public Services S. Tarcea noted that there is funding for teen program support through donations and the public services programming budget.

19. Trustee reports

Trustee R. Jamal attended a NewToBC Community Dialogue event which shared immigrant demographic profiles for the community.

New business

20. Cultural safety plan

Chief Librarian Hutchison Koep reported on the library's cultural safety plan.

Chief Librarian Hutchison Koep commented that while the principles in the plan may be portable to other cultures, the focus is on Indigenous cultural safety and this was intentional.

D. Hutchison Koep noted that the audience for this plan is staff and the Board, and we are working on an accountability page for our website to be transparent with the public about our work.

A suggestion was made that there be a mechanism in place for people to express their concerns if the library does not demonstrate consistency with the plan.

The plan will be rolled out to all staff in the coming months. Trustees requested information about how the board might receive training.

21. Relations with Local First Nations

Manager, Public Services S. Tarcea reported on the library's current relations with local First Nations.

Trustees commented that they are pleased to hear about the relationships and the various projects and programs that exist.

Chief Librarian D. Hutchison Koep noted that libraries would be interested in signing their own protocol agreement with local First Nations – and that the current priority is government to government relations with the City. Library staff have communicated interest in supporting and participating in work together with the City.

22. Provincial library enhancement grant

Chief Librarian Hutchison Koep reported on the provincial library enhancement grant and proposed two streams for spending as well as several initiatives aligned with the two streams.

Chief Librarian Hutchison Koep commented that hiring Indigenous programmers would utilize new funding, and would not carry the requirement of a Master of Library and Information Studies. The individuals hired would determine what is best for programming based on their expertise and in consultation with local Nations and community members with Indigenous identities.

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

THAT the North Vancouver City Library Board endorse the two recommended streams for the provincial enhancement grant;

AND THAT the North Vancouver City Library Board approve allocation of \$230,000 from the 2023-2025 Provincial Enhancement Grant for specific projects and initiatives, as recommended;

AND THAT the North Vancouver City Library Board direct staff to develop further proposals for use of the remaining funding, in line with the approved criteria.

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

Staff and the Student Advisory Trustee was excused from the meeting.

The Board recessed to in-camera at 8:11 p.m.

The Board returned to their regular session at 8:26 p.m. with the same personnel present.

23. 2024 Strategic Planning

Chief Librarian D. Hutchison Koep presented a preliminary overview of the 2024 strategic planning process and requested trustee input.

Trustees commented that it would be helpful to know what has been learned from the past strategic planning process.

Chief Librarian D. Hutchison Koep commented that sharing the draft plan with Council for their feedback would help to demonstrate how the Library has incorporated their priorities and how we are aligned with the City's Strategic Plan.

Trustees commented that it is not the role of Council to formally approve the library's strategic plan.

Chief Librarian D. Hutchison Koep commented that if the timing of budget approval does not align with planning activities, we have a small budget for consulting that we could potentially access if needed.

Chief Librarian D. Hutchison Koep will bring back a more refined strategic planning process at a later date.

24. SPARC Homelessness Community Action Grant

Manager of Public Services S. Tarcea presented about the recently received SPARC Homelessness Community Action grant, and confirmed this is a smaller amount than the UBCM Strengthening Communities Services grant.

Manager of Public Services S. Tarcea commented that the impacts on the library from the loss of the Strengthening Communities Services grant remain to be seen, and staff are tracking trends.

Staff will reconnect with community partners such as the Salvation Army that may be able to assist with basic necessities, like food.

Moved by Trustee S. Bolton, seconded by Trustee P. Somji

THAT the North Vancouver City Library Board approve the receipt of the SPARC Homelessness community action grant, and its expenditure as recommended by staff.

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

The Student Advisory Trustee was excused from the meeting.

The Board recessed to in-camera at 9:09 p.m.

The Board returned to their regular session at 9:45 p.m. with the same personnel present.

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

THAT the North Vancouver City Library Board ratify the motion approved in camera and that the content of the motion and the report of the Chief Librarian, dated October 26, 2023, remain in camera.

CARRIED UNANIMOUSLY


Adjournment

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

THAT the North Vancouver City Library Board meeting be adjourned.

The meeting adjourned at 9:47 p.m.

Brendan Harvey
Board Chair



Date 11.23.23

Deb Hutchison Koep
Secretary



Date Nov 23, 2023