

Minutes from the Jan. 25, 2024 Library Board meeting

Attendance

Board members

- H. Allan
- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- R. Jamal
- E. Luptakova
- P. Somji
- T. Valente
- Z. Spenta

Staff members

- D. Hutchison Koep, Chief Librarian
- L. Wright, Recording Secretary

Regrets

- M. Liddle, Manager of Operations
- S. Tarcea, Manager of Public Services

The meeting was called to order at 6:04 p.m.

Trustee B. Harvey welcomed Hazel Allan and Duncan Brown as new trustees for the 2024-2025 term and welcomed back returning trustees.

K. Lucas, Systems Coordinator, W. Zicha, Acquisitions & Collections Librarian, and A. Saxton, Communications Coordinator, briefly introduced themselves and their portfolios, then left the meeting.

The meeting opened with a territorial acknowledgment by Trustee B. Harvey. The opening circle was facilitated by Trustee R. Jamal.

Election of officers

1. Nominations committee report

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

THAT the North Vancouver City Library Board receive the nominations committee report.

CARRIED UNANIMOUSLY

2. Election of officers

- a. Chair – B. Harvey
 - b. Vice Chair – R. Jamal
 - c. Finance Chair – A. Hazfi
3. Appointment of representatives
- a. Advocacy Committee – R. Jamal, E. Luptakova, and P. Somji
 - b. Finance Committee – R. Bouchard
 - c. Governance Committee – R. Bouchard, R. Jamal, and P. Somji
 - d. InterLINK representative and alternate – D. Brown and H. Allan (alternate)

Adoption of minutes

4. Minutes of the November 23, 2023 Board meeting

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

THAT the minutes of the November 23, 2023 Library Board meeting be adopted.

CARRIED

- a. Business arising from the November 23, 2023 Board meeting

Trustee E. Luptakova reported the draft guidelines for the Student Advisory Trustee position are near completion.

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

Consent agenda items

5. November + December 2023 Chief Librarian's report
6. January 2024 program calendar
7. 2024 Calendar of events
8. City Library highlights – November 2023
9. 2024 Board bios

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

THAT the consent agenda items 5 through 9 be adopted.

CARRIED UNANIMOUSLY

Correspondence

10. Correspondence
 - a. Letter and certificate of appreciation
Re: Community Volunteer Income Tax Program
 - b. Letter from Leigh Anne Palmer, Executive Director, InterLINK
Re: Provisional 2024 InterLINK budget & attachments

Reports

11. Chair

a. Guidelines for big conversations

Trustee B. Harvey reviewed the guidelines, explained their purpose and commented that minor changes were made mid-year in 2023. This item is reviewed annually at the January meeting.

12. Chief Librarian

a. City budget process update

Chief Librarian D. Hutchison Koep noted that the municipal budget is anticipated to go to Council on February 5, 2024 for comments and questions. A revised budget will be presented in early March, with bylaw adoption to follow. The Library Board will adopt the library's budget once Council has adopted the bylaw, tentatively at their April meeting.

Chief Librarian D. Hutchison Koep commented there were have been minor revisions to the preliminary budget with limited impact on 2024 priorities.

A comment was made regarding inflationary costs and whether the library feels those pressures from Council when submitting their budget. Chief Librarian D. Hutchison Koep responded that the library considers this and the community's ability to absorb tax increases.

b. Updated 2024 Library closed dates

Chief Librarian D. Hutchison Koep noted the reduction in closed dates on Sundays adjacent to public holidays, as a result of changes to the collective agreement – and a change to the staff development day closure.

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

THAT the North Vancouver City Library Board approve the revised 2024 Library closed dates as presented.

CARRIED UNANIMOUSLY

c. Cargill grant proposal

Chief Librarian D. Hutchison Koep noted Cargill made contact in late 2023 and the library was asked to submit a proposal related to reconciliation for a value of approximately \$40,000. The library has since been asked to submit a full grant application, and if successful, this would come back to the Board for approval.

Chief Librarian D. Hutchison Koep spoke to the recent extreme weather response and thanked staff for their assistance in extending hours.

Chief Librarian D. Hutchison Koep noted the library's first Indigenous storyteller in residence, Kung Jaadee, began their residency last week and staff are working on a media release.

A question was asked if the library was evacuated during the recent series of false fire alarms. Chief Librarian D. Hutchison Koep responded that the library responds in all emergencies, and that the cause of the alarms was a system issue.

13. InterLINK

a. Provisional budget

Chief Librarian D. Hutchison Koep commented on the levies charged by InterLINK – City Library is a “net borrower” and pays a nominal charge for each item borrowed in excess of items lent; in contrast, some libraries are “net lenders” to other communities and receive a nominal payment for each item lent in excess of items borrowed.

Membership levies are lower in 2024 than pre-pandemic because special arrangements for VPL and FVRL have been phased out.

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

THAT the North Vancouver City Library Board receive the provisional 2024 InterLINK budget as information.

CARRIED UNANIMOUSLY

Trustee T. Valente joined the meeting at 7:26 p.m.

14. Student Advisory Trustee

Student Advisory Trustee Z. Spenta commented that for the first half of 2024, the teen advisory group will focus on the creation of their annual teen zine magazine, and will be sourcing input from youth for across the North Shore.

Student Advisory Trustee Z. Spenta noted they are eager to share a youth perspective in the upcoming strategic planning process.

15. Trustee reports

No reports.

New business

16. Strategic planning process and timeline

Chief Librarian D. Hutchison Koep spoke to the strategic planning process and timeline.

Chief Librarian D. Hutchison Koep commented that an information report will be written for Council to describe opportunities for input.

Discussion ensued about the proposed duration of the plan and the impact on planning and budget cycles. The concern is that priorities for 2025 may not be identified in time to inform the 2025 budget request. Chief Librarian D. Hutchison Koep noted the first year of a new strategic plan is often focused on planning work, and that strategic work can take place within the operating budget.

Chief Librarian D. Hutchison Koep noted the next steps are for staff to research what is happening socially, economically, and politically which will surface topics for research reports. Chief Librarian D. Hutchison Koep will share the topics with the Board via email.

Trustee H. Allan offered advice on connecting with the two Nations.

Comments were made on the value of visuals in presenting the strategic plan, such as a short video – this is also important for accessibility.

Trustee B. Harvey as Board Chair will co-lead the strategic planning process with Chief Librarian D. Hutchison Koep, and Trustee R. Bouchard will assist with interviews with Trustee E. Luptakova as an alternate.

Moved by Trustee P. Somji, seconded by Trustee H. Allan

THAT the North Vancouver City Library Board approve the recommended strategic planning process and timeline with the goal of producing a four-year strategic plan by the end of 2024.

CARRIED UNANIMOUSLY

17. Councillor

Trustee T. Valente noted that the North Shore Neighbourhood House and City Park Loan Authorization bylaw were given their first, second and third readings which will enable an investment in social infrastructure for 180 new units, as well as provide funding for two parks projects. One includes enhancing foreshore natural habitat at Harbourside (Kings Mill Walk Park) and the other is to support more green space in central Lonsdale, an area underserved by parks. (1600 Eastern Avenue block)

18. 2024 Board calendar

Trustee B. Harvey commented that the Board will revisit the calendar in May.

A comment was made that fall is traditionally busy for the Board, in addition to strategic planning. Chief Librarian D. Hutchison Koep responded that the staff recognition event has been moved to May, there is no commitment for a joint workshop this fall, and the October business meeting has a short agenda.

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

THAT the North Vancouver City Library Board endorse the 2024 Board calendar.

CARRIED UNANIMOUSLY

19. Community volunteer income tax program grant

Chief Librarian D. Hutchison Koep provided an overview of the community volunteer income tax program grant.

Moved by Trustee P. Somji, seconded by Trustee T. Valente

THAT the North Vancouver Library Board approve the receipt of grant funds from the Canada Revenue Agency, and expenditure as recommended by staff.

CARRIED UNANIMOUSLY

Moved by Trustee D. Brown, seconded by Trustee R. Bouchard

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

CARRIED UNANIMOUSLY

Student Advisory Trustee Z. Spenta was excused from the meeting.

The Board recessed to in-camera at 8:31 p.m.

The Board returned to the regular session at 8:45 p.m.

Adjournment

Moved by Trustee E. Luptakova, seconded by Trustee D. Brown

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

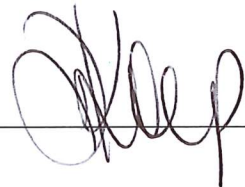
The meeting adjourned at 8:45 p.m.

Brendan Harvey
Board Chair



Date Feb 22, 2024

Deb Hutchison Koep
Secretary



Date Feb 22, 2024