

Minutes of the February 22, 2024 Library Board meeting

Attendance

Board members

- H. Allan
- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- P. Somji (via Webex)
- T. Valente
- Z. Spenta

Staff members

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

Regrets

- R. Jamal
- E. Luptakova
- S. Tarcea, Manager of Public Services

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

Adoption of minutes

1. Minutes of the January 25, 2024 Board meeting

Moved by Trustee D. Brown, seconded by Trustee T. Valente

THAT the minutes of the January 25, 2024 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the January 25, 2024 Board meeting

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

Consent agenda items

2. January 2024 Chief Librarian's report
 - a. Black History Month programming
 - b. Digital collections – annual status report
 - c. WiFi hotspot lending program – final report

3. February 2024 program calendar
4. Committee minutes
 - a. Governance – February 13, 2024
5. 2024 Calendar of events
6. Council information report – City Library highlights – December 2023
7. Council information report – City Library strategic planning

Moved by Trustee D. Brown, seconded by Trustee A. Hazfi

THAT the consent agenda items 2 through 7 be adopted.

CARRIED UNANIMOUSLY

Correspondence

8. Correspondence
 - a. Letter from Larry Sawrenko, City CFO
Re: FY2023 updated library funding

Reports

9. Chair

No report.

10. Chief Librarian

Chief Librarian D. Hutchison Koep noted that Kung Jaadee, the library's inaugural Storyteller in Residence, has started their position and a media release will follow.

- a. 2024 budget update

Chief Librarian D. Hutchison Koep commented that staff have been tasked with "right-sizing" their budgets to realize efficiencies that will result in a decreased proposed tax rate. Chief Librarian D. Hutchison Koep will review the library's budget and put forward modest adjustments, and will update trustees about any adjustments made.

- b. CNV Core services review and KPIs (key performance indicators)

Chief Librarian D. Hutchison Koep reported the City's core service review exercise is for the purpose of creating metrics to illustrate to the community how the City is doing and show alignment with their strategic plan. The KPIs will be used to track and evaluate City services.

Chief Librarian D. Hutchison Koep has defined the library's core services and will provide a report to the trustees for their March meeting.

11. Councillor

Trustee T. Valente reported on the recent BC Builds program announcement for North Shore Neighbourhood House – this project will deliver 180 affordable units.

Trustee T. Valente commented the City is reflecting on how construction projects have an impact on surrounding residents.

12. Student Advisory Trustee

Student Advisory Trustee Z. Spenta reported on teen engagement with the City through participation in two surveys – the Urban Forest Plan and a review of youth spaces in the City.

The teens are active with the creation of a Teen Zine, planning summer movie nights and summer reading club activities, and book display and bulletin board updates.

13. Trustee reports

No reports.

New business

14. 2024 Workplan & evaluation framework

Chief Librarian D. Hutchison Koep presented an overview of the 2024 workplan and evaluation framework.

Trustee P. Somji joined the meeting at 6:34 p.m.

Chief Librarian D. Hutchison Koep commented that staff are engaged at various points during the creation of workplans and with the evaluation process, including acknowledging and celebrating the previous year's accomplishments.

Chief Librarian D. Hutchison Koep commented that the workplan is ambitious but achievable and she has worked with all library staff in a leadership role to review and make adjustments to the workplan with respect to their teams' capacity. A number of items have been scaled back and some are wrapping up from 2023. There is also an opportunity for course correction at mid-year.

Chief Librarian D. Hutchison Koep commented that individual workplans vary for staff depending on roles and responsibilities, and all staff in leadership roles have an individual workplan.

Moved by Trustee R. Bouchard, seconded by Trustee H. Allan

THAT the North Vancouver Library Board endorse the proposed 2024 library workplan and evaluation framework.

CARRIED UNANIMOUSLY

15. 2024 Third party funding

Chief Librarian D. Hutchison Koep spoke to the policy context for third party funding and clarified that “third party” generally refers to donations and grants.

a. 2024 Shred-it fundraiser

Chief Librarian D. Hutchison Koep provided an overview of the history of the Shred-it fundraiser event.

Trustees discussed the merits and drawbacks of supporting a Shred-it fundraiser in 2024 including the value of community engagement, the impact of the funds raised and the pressures on trustee capacity in a strategic planning year. The consensus was to not proceed with a Shred-it fundraiser in 2024.

Staff will create a communications plan to inform staff and the public about the change, and will draft a letter on behalf of the Board to notify Coast Capital Savings, who sponsored the event in 2023.

Moved by Trustee H. Allan, seconded by Trustee T. Valente

THAT the North Vancouver Library Board will not undertake a Shred-it fundraiser in 2024, and will reassess an event in February 2025.

CARRIED UNANIMOUSLY

b. 2024 Third party funding priorities

Chief Librarian D. Hutchison Koep summarized how the library’s annual commitments and secured funding are used annually.

Trustees agreed they would like to look for other opportunities to fund STEAM learning resources since revenues from Shred-it will not be available.

Moved by Trustee T. Valente, seconded by Trustee D. Brown

THAT the North Vancouver Library Board approve the proposed priorities for third party funding for 2024 as amended, namely to remove the 2024 Shred-it event and to set aside \$3,000 from unsolicited and unrestricted donations in 2024 for STEAM learning resources.

CARRIED UNANIMOUSLY

16. Strategic planning

a. Updates

Chief Librarian D. Hutchison Koep provided an update on the strategic planning timeline.

b. Review of 2018-2024 Strategic Plan

Chief Librarian D. Hutchison Koep spoke to survey results from staff and trustees regarding their reflections on the library's current strategic plan, and considerations for upcoming strategic planning.

c. 2018-2024 Strategic Plan progress report

Chief Librarian D. Hutchison Koep provided an overview of work that has been undertaken to implement the 2018-2024 Strategic Plan.

Trustees commented they would like to see the information shared more broadly, including with Council – in a way that tells a story through photographs or a short video, and possibly tied to the library's Centennial celebration. Chief Librarian D. Hutchison Koep will bring these ideas to the Communications team.

Chief Librarian D. Hutchison Koep noted the information report on the 2018-2024 Strategic Plan progress will be shared with staff and can be shared with Council.

17. Donation approval: STEAM programming

Chief Librarian D. Hutchison Koep spoke to the Ann McKinnon donation.

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

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

CARRIED

18. Foundry youth work experience

Manager of Operations, M. Liddle spoke to the Foundry youth work experience program.

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

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

Student Advisory Trustee Z. Spenta and staff were excused from the meeting.

The Board recessed to in-camera at 8:15 p.m.

The Board returned to their regular session at 8:30 p.m.

Adjournment

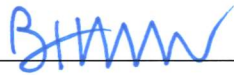
Moved by Trustee T. Valente, seconded by Trustee D. Brown

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

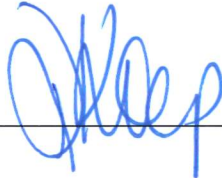
The meeting adjourned at 8:30 p.m.

Brendan Harvey
Board Chair



Date March 14, 2024

Deb Hutchison Koep
Secretary



Date Mar 14, 2024