

Minutes of the March 13, 2025 Library Board meeting

Attendance

Board members

- H. Allan
- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- P. Somji
- T. Valente, Council Representative
- Z. Spenta, Student Advisory Trustee

Staff members

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

Regrets

- R. Jamal
- E. Luptakova

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

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

THAT the North Vancouver City Library Board approve the amended agenda to add Item 25.

CARRIED UNANIMOUSLY

Trustee T. Valente joined the meeting at 6:08 p.m.

Presentation

3. Financial oversight and budget development

CNV's Chief Financial Officer, L. Sawrenko, and Chief Librarian D. Hutchison Koep presented on financial oversight and budget development.

In response to a question, Chief Librarian D. Hutchison Koep reviewed the process for approval of and access to surplus funds.

Chief Financial Officer L. Sawrenko spoke to recent tariff measures implemented and proposed by both the U.S. and Canadian governments and commented that Council passed a motion on March 10, 2025 to explore opportunities to initiate and promote a targeted Buy Local / Buy Canadian campaign in response to ongoing tariff threats.

In response to a question about audit presentations, Chief Financial Officer L. Sawrenko commented that it is typical for auditors to present their findings to the finance committee of a Board. Chief Financial Officer L. Sawrenko also noted the auditor's contract is for five years, and the contract goes out for public procurement at the end of the contract.

Chief Financial Officer L. Sawrenko described the City's current risk management approach and resources in response to a question about enterprise risk management. Chief Librarian D. Hutchison Koep added that the responsibility for risk management sits with the Library Board, and the Board does not currently have a formal risk management policy or program. Chief Librarian D. Hutchison Koep confirmed that, generally, risk for the library is low and various risk mitigation and prevention measures for risks such as property damage, injury or cyberattacks – such as insurance and staff training programs – are in place.

Adoption of minutes

4. Minutes of the January 23, 2025 Board meeting

Moved by Trustee A. Hazfi, seconded by Trustee H. Allan

THAT the minutes of the January 23, 2025 Library Board meeting be adopted.

CARRIED

- a. Business arising from the January 23, 2025 Board meeting

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

Consent agenda items (5 through 12)

5. January + February Chief Librarian's report

6. February 2025 program calendar
7. March 2025 program calendar
8. 2025 Calendar of events
9. Council reports
 - a. Information report to Council – City Library highlights for Nov. + Dec. 2024
 - b. Lonsdale Great Street report
 - c. Notice of Motion & Backgrounder – Overdue: Provincial Funding for BC Public Libraries
10. Committee minutes
 - a. Advocacy committee – Feb. 26, 2025
11. Employee health & wellness fund policy (updated for 2025)
12. Correspondence
 - a. Invitation from CNV re: Volunteer appreciation reception
 - b. Letter to Councillor Valente re: UBCM resolution on increased provincial funding to BC public libraries

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

THAT the consent agenda items 5 through 12 be adopted.

CARRIED

Reports

13. Chair
 - a. Revised Board calendar

Trustee B. Harvey noted minor changes to the Board calendar.

14. Chief Librarian

Chief Librarian D. Hutchison Koep noted an additional change to the Board calendar – the 2024 Report to Community presentation to Council will take place July 7, not June 23.

Chief Librarian D. Hutchison Koep provided an update on the Library Café – the request for proposal (RFP) for a new operator is expected to be posted soon.

- a. City budget update

City Council endorsed the revised 2025-2029 financial plan on March 3, 2025, which includes new funding for extended Sunday hours and ongoing summer Book Bike service.

b. Strategic plan implementation

Chief Librarian D. Hutchison Koep commented on the strategic plan implementation work underway with consultant M.J. D'Elia from Thirdway Think. Many staff have been involved in order to build staff engagement, harness their creativity and expertise in identifying future work, and apply various lenses to evaluate and prioritize work. Next steps are to flesh out a recommended 2025-2026 workplan and framework for assessment.

c. CNV consultations

Chief Librarian D. Hutchison Koep and other library staff have recently been involved in several City-led engagements such as the Lonsdale Great Streets Project, Complete Communities initiative, and considerations of projected growth in support of revisions to the Official Community Plan (OCP). In these conversations, library staff have discussed how library services can both contribute to and be impacted by proposed changes.

15. Councillor

Trustee T. Valente commented on a number of items from recent Council meetings, including:

- Harry Jerome Recreation Centre and Silver Harbour Projects (Feb. 10, 2025 Council meeting);
- Pollinator Meadow Program (Feb. 10, 2025 Council meeting);
- Lonsdale Great Street – Phase One (Feb. 24, 2025 Council meeting);
- Endorsement of the application submitted to the UBCM Community Emergency Preparedness Fund for emergency support services equipment and training (March 3, 2025 Council meeting); and
- Endorsement to bring forward the motion to support an increase in provincial funding for libraries at UBCM (March 3, 2025 Council meeting).

Discussion ensued regarding Council's response to ongoing tariff threats.

16. Advocacy

Deferred to April meeting.

17. Finance

a. 2024 year-end financials (unaudited)

Trustee A. Hazfi noted the committee reviewed their terms of reference with no changes.

Trustee A. Hazfi commented on the 2024 year-end financials, and noted there are no concerns. The Library is reporting a modest surplus of approximately \$79,000 at year end.

Trustees requested the Chief Librarian ask why we present the depreciation in the way we do, and whether it can be budgeted for in future.

Chief Librarian D. Hutchison Koep confirmed the library has received an extension for the provincial library enhancement grant until Dec. 31, 2027.

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

THAT the North Vancouver City Library Board approve the 2024 year-end financials (unaudited).

CARRIED

b. Current financial context

Trustees requested staff prepare information for the Board about possible impacts to the library from tariffs and related financial uncertainty.

18. Governance

Trustee R. Bouchard has been appointed as the committee Chair, and commented that the committee is prioritizing work on Board policy this year.

19. InterLINK

Trustee H. Allan reported on the first InterLINK meeting of year where they approved the budget, and discussed the end of federal funding for the New to BC program.

Trustee H. Allan commented that many libraries are beginning to offer teen advisory groups.

20. Student Advisory Trustee

Student Advisory Trustee Z. Spenta reported on recent teen activities, including a [North Shore News article about the teen writing contest](#), the teen summer reading challenge and themes, movie night in the Plaza planning, and the teen summer writing contest – *Hidden Gems*.

Student Advisory Trustee Z. Spenta commented that the teens hope the Teen Zine will go online this year with a digital component.

21. Trustee reports

No Trustee reports.

New business

22. 2024 Year-end report

- a. 2024 Workplan – Year-end report
- b. Strategic Indicators – 2024 Year-end report
- c. Service Metrics – 2024 Year-end report

Chief Librarian D. Hutchison Koep commented that 2024 was the final year of work in the 2018-2024 strategic plan, and statistical reports show changes year to year as well as over the life of the plan. Staff are in the process of preparing the 2024 community report and will highlight stories from the year.

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

THAT the North Vancouver Library Board accept the 2024 year-end report.

CARRIED

23. 2024 Provincial public library grant report

Chief Librarian D. Hutchison Koep commented that the province is focused on uses of one-time funds and library-wide trends for their reporting.

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

THAT the North Vancouver Library Board receive and approve the 2024 Provincial public library grant report.

CARRIED

24. Open Door Community Hub funding

S. Tarcea, Manager of Public Services, provided an overview of the impact of the Open Door Community Hub (ODCH) and program funding to date. The funding has ended unexpectedly for the grant stream that has been supporting enhanced services and supplies for this program. Staff are pursuing a number of alternative grants, and are requesting bridge funding to sustain the program for six months while additional grants are pursued. Staff provided options for different levels of service as well as funding sources, and recommended moderately reduced services for the bridging period.

Discussion ensued around options to leverage or build partnerships to augment service.

Several trustees expressed support for the staff recommendation, noting that maintaining valued services while providing bridge funding buys the library time to bring in additional grant funding or identify a sustainable option consistent with library core services and funding going forward. It was noted that some of the enhanced programming and services currently offered through the ODCH are outside the library's usual scope, and therefore not appropriate to support from core funding.

Trustees were supportive of allocating funds recovered from the HOpe Centre toward bridge funding for the ODCH, because of the alignment between the two. Concern was expressed about using donated funds, since this use may not be consistent with donors' expectations. The one-time provincial library enhancement grant was identified as a better fit given that previous grants were supported by provincial funding, and the program addresses provincial responsibilities such as poverty, housing and health.

Staff confirmed that, should we be successful in our grant applications, any unused bridge funding will be returned. Staff also confirmed that, if grant applications are not successful

within the six-month bridging period, they will bring back options for the OCDH program for Board consideration.

Moved by Trustee D. Brown, seconded by Trustee H. Allan

THAT the North Vancouver City Library Board approve the continuation of the Open Door Community Hub with reduced services for up to six months.

CARRIED

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

THAT the North Vancouver City Library Board direct \$2,690 from the HOpe Centre recovery and allocate \$4,810 from the Provincial Library Enhancement Grant to support the continuation of the Open Door Community Hub with reduced services for up to six months.

CARRIED

25. Foundry Youth Work Experience program

M. Liddle provided an overview of the opportunity, and noted that if we receive additional donor funds, we would extend the placement for an additional three months or hire a second placement.

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

THAT the North Vancouver Library Board approve the Foundry Youth Work Experience program, including the receipt and expenditure of the remainder of the 2024 Rita Nash donation.

CARRIED UNANIMOUSLY

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

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 8:46 p.m.

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

The Board requested that staff compile information about the Board's past practice regarding the approval of the Chief Librarian's annual goals and evaluation framework for discussion at a future meeting.

Adjournment

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

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:06 p.m.

Brendan Harvey
Board Chair



Date

Apr 24, 2025

Deb Hutchison Koep
Secretary



Date

Apr. 24, 2025

