

Minutes of the April 24, 2025 Library Board meeting

Attendance

Board members

- H. Allan
- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- R. Jamal
- E. Luptakova
- P. Somji
- Z. Spenta, Student Advisory Trustee

Staff members

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

Regrets

- S. Tarcea, Manager, Public Services
- T. Valente, Council Representative

The meeting was called to order at 6:03 p.m., and opened with a territorial acknowledgement by Trustee P. Somji. The opening circle was facilitated by Trustee H. Allan.

Trustee B. Harvey welcomed guests City Finance Controller, P. Manarovici, and BDO representatives, Manager Z. Khubbar and Partner K. Yu.

Presentation

1. 2024 Audit Findings Report

Z. Khubbar and K. Yu from BDO spoke to the 2024 financial statements and 2024 audit findings report.

K. Yu noted that e-books are assets, but have different agreements and various terms that affect how we budget for them and how expenses are recorded.

K. Yu commented that the purpose of the analysis of “fraud risk due to management override of controls” is not to look for fraud, but rather to complete internal testing and statistical sampling as a system of control to prevent fraud. K. Yu confirmed there is no evidence of issues to indicate fraud at the library.

K. Yu commented that the recommendations offered by BDO in their letter to Management are value-added recommendations for improvements to current practices, and are not integral to the

audit. City Finance Controller, P. Manarovici, and Chief Librarian D. Hutchison Koep noted that these relate to management responsibilities for the day-to-day operations of the library and are routinely discussed with City Finance.

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

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

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

THAT the North Vancouver City Library Board approve the agenda as amended.
CARRIED UNANIMOUSLY

Adoption of minutes

2. Minutes of the March 13, 2025 Board meeting

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

THAT the minutes of the March 13, 2025 Library Board meeting be adopted.
CARRIED UNANIMOUSLY

- a. Business arising from the March 13, 2025 Board meeting

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

Consent agenda items (5 through 11)

3. March Chief Librarian's report
4. April 2025 program calendar
5. 2025 Calendar of events
6. Revised 2024 Year-end service metrics
7. Information report: Potential tariff impacts
8. Council reports
 - a. Information report to Council – City Library highlights for Jan. + Feb. 2025
9. Committee minutes
 - a. Governance – March 4, 2025
 - b. Finance – March 5, 2025

Moved by Trustee P. Somji, seconded by Trustee A. Hazfi

THAT the consent agenda items 5 through 11 be adopted.

CARRIED UNANIMOUSLY

Reports

10. Chair

a. Revised Board calendar

Trustee B. Harvey noted updated items on the Board calendar.

b. Chief Librarian evaluation process

The executive committee has identified that practices around the Chief Librarian evaluation process, particularly the roles and responsibilities of the Executive Committee compared to the Board as a whole, have not been entirely consistent, and clarification of policy would be helpful.

Following discussion, the Board directed the executive committee to draft updates to applicable policies clarifying the Board's responsibility to approve the Chief Librarian's goals and receive a summary report of the evaluation and the committee's responsibility for the evaluation process and to involve the Chief Librarian – and providing for trustee input to the evaluation.

c. Audit presentation process

Trustee B. Harvey suggested that the library formalize an annual presentation by the auditors to the Finance Committee and Board Chair. The Finance Committee members and Board Chair would then determine if the content of the audit report merits a presentation by the auditors at a Board meeting, or if a presentation by staff and the Finance Committee is adequate.

Given that a key function of the Board is financial oversight of the library, and recognizing the educational benefit of the audit presentation, the Board as a whole may choose to include a presentation by the auditors when setting the Board's annual calendar.

The Board directed the governance committee to draft updates to applicable policies for consideration by the Board.

d. Communication styles workshop timing

Trustee B. Harvey spoke to workshop timing (90 minutes) from 5:30 – 7 p.m. The regular meeting will begin at approximately 7 p.m.

11. Chief Librarian

Chief Librarian D. Hutchison Koep noted the café RFP (request for proposal) process is underway and the Board will be kept updated.

Chief Librarian D. Hutchison Koep reminded trustees of upcoming presentations and events added to the Board's calendar:

- Strategic Plan presentation to Council – May 5, 2025
- Staff appreciation – June 6, 2025
- 2024 Report to the Community presentation to Council – July 7, 2025
- Summer Reading Club celebration – September 6, 2025
- Joint workshop on Indigenous Cultural Safety – October 16, 2025

a. City budget update

Chief Librarian D. Hutchison Koep commented on the financial plan bylaw and the budget adoption timeline, and confirmed that the library has received funding for additional hours on Sundays, ongoing book bike support, and capital renewals.

12. Councillor

In a video message, Trustee T. Valente commented that he will present a recommended motion for consideration at the LMLGA (Lower Mainland Local Government Association) to UBCM (Union of BC Municipalities) to ensure additional funding for public libraries which has not changed for the past 15 years (endorsed at the March 3, 2025 Council meeting).

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

- Provincial Legislation Alignment – Residential Capacity (March 31, 2025 Council meeting);
- Presentation on and endorsement of Curb Access and Parking Plan – Policy and Implementation (April 14, 2025 Council meeting)

Trustee T. Valente reported he attended an assembly of North Shore leaders featuring a presentation by our local Chief Medical Officer, which engaged leaders in a discussion on seniors' health, as well as an additional discussion on climate resilience by NSEM (North Shore Emergency Management).

Trustee T. Valente also attended Pathways Serious Mental Health Society's annual Circle of Strength charity luncheon to raise awareness for mental illness and funds required to expand services.

13. Advocacy

Trustee E. Luptakova highlighted decisions made at the committee's February meeting, including her appointment as Chair, advocacy plans, and priorities.

In response to a question about the continuation of partnering with Council members, Trustee E. Luptakova responded that the Committee will be meeting to discuss messaging and supports for partnering following the presentation of the Strategic Plan to Council.

a. BCLTA AGM

The BCLTA AGM was held on April 22, 2025. Trustees E. Luptakova and H. Allan attended on behalf of the Board.

The President spoke to BCLTA's primary advocacy endeavor of sustainable funding for BC Public Libraries.

Strong recommendations for Boards around enhancing diversity were discussed. Trustee E. Luptakova has followed up and will share further information.

14. Finance

a. 2024 Audited financial statements

See Item 1.

15. InterLINK

No report.

16. Student Advisory Trustee

Student Advisory Trustee Z. Spenta commented on ongoing teen summer reading club and Teen Zine release planning, The Teen Zine will feature a link to the Library's website with blog-style book reviews and art.

17. Trustee reports

No reports.

New business

18. 2025-2029 Strategic Plan Implementation Plan & Assessment Framework

- a. 2025-2026 Initiatives (proposed)
- b. Strategic indicators (proposed)

Chief Librarian D. Hutchison Koep provided an overview of the 2025-2029 Strategic Plan Implementation Plan & Assessment Framework.

A comment was made that the workplan status update report previously used is not user-friendly as a reporting tool. Chief Librarian D. Hutchison Koep responded that we are looking to improve the presentation of this information.

A comment was made that there are numerous new programs, and it is important to continue to work with partners.

A comment was made that we can't lose sight of planning for the future on top of all the new and ongoing projects and programs.

Trustees complimented senior staff on the involvement of so many staff to create ownership.

Moved by Trustee P. Somji, seconded by Trustee D. Brown

**THAT the North Vancouver City Library Board endorse the proposed 2025-2029 initiatives;
AND THAT the North Vancouver City Library Board endorse the proposed assessment
framework for the 2025-2029 Strategic Plan.**

CARRIED UNANIMOUSLY

Trustee P. Somji left the meeting at 8:49 p.m.

19. Donation in memory of Mr. & Mrs. R. Somji

Chief Librarian D. Hutchison Koep provided an overview of a recent donation for approval.

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

**THAT the North Vancouver City Library Board approve the receipt of the donation in memory
of Mr. & Mrs. Rajabali Somji and its expenditure as recommended by staff.**

CARRIED UNANIMOUSLY

Trustee P. Somji returned to the meeting at 8:52 p.m.

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

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 8:52 p.m.

The Board returned to their regular session at 8:59 p.m.

Adjournment


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

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:59 p.m.

Brendan Harvey
Board Chair



Date May 22, 2025

Deb Hutchison Koep
Secretary



Date May 22, 2025

