

Minutes of the May 22, 2025 Library Board meeting

Attendance

Board members

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

Staff members

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

Regrets

- T. Valente
- Z. Spenta, Student Advisory Trustee
- M. Liddle, Manager, Collections, Communications & Operations

The workshop opened with a territorial acknowledgment by Trustee E. Luptakova.

Workshop

1. Skilled Communication

B. Kelly, Courageous Leaders Project, led a workshop about communication styles and skills and techniques for richer discussions.

The meeting was called to order at 7.34 p.m.

Adoption of minutes

2. Minutes of the April 24, 2025 Board meeting

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

THAT the minutes of the April 24, 2025 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the April 24, 2025 Board meeting

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

Consent agenda items

3. April Chief Librarian's report
4. May 2025 program calendar
5. 2025 Calendar of events
6. Council reports
 - a. Information report to Council – City Library 2025-2029 Strategic Plan, Operating Plan and Assessment Framework
 - b. Information report to Council – City Library highlights for March 2025
7. Committee minutes
 - a. Governance – May 6, 2025
 - b. Finance – May 14, 2025
8. Correspondence
 - a. Letter from L. Bergstrom, CNV Budget Analyst re: 2025 Operating Contribution

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

THAT the consent agenda items 3 through 8 be adopted.

CARRIED UNANIMOUSLY

Reports

9. Chair
 - a. May 5, 2025 presentation to Council on the 2025-2029 Strategic Plan

Trustee B. Harvey noted the positive support from Council for the direction library is moving in.

- b. Board calendar review

Trustees discussed the option for summer reading and a social get-together in the summer. Trustees agreed there is value in discussing a book, and emphasized it does not have to be required reading. Staff will follow up with a survey for a book choice and timing.

Trustee B. Harvey noted the discussion on diversity, inclusion and representation for the June meeting will be self-guided. In response to the Board's self-evaluation results last year, the intention of the discussion is to surface what questions or concerns trustees may have around representation in governance. Depending on the discussion, this may lead to additional workshops with external facilitators.

10. Chief Librarian

a. 2024 Report to the Community

Chief Librarian D. Hutchison Koep acknowledged the work of staff who contributed to the 2024 Report to the Community, which will be presented to Council at their July 7, 2025 meeting.

11. Finance

a. 2025 Budget adoption

Trustee A. Hazfi noted that it is a formality to adopt the 2025 budget following Council's approval of the 2025-2029 Financial Plan at their April 14, 2025 meeting. The 2025 budget reflects all of the changes requested in the library's submission including new funding for the summer book bike position and for extended Sunday hours.

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

THAT the North Vancouver City Library Board adopt the 2025 budget.

CARRIED UNANIMOUSLY

b. 2024 Statement of Financial Information (SOFI)

Trustee A. Hazfi spoke to the SOFI, noting it includes the same information as the audited financial statements, plus some additional information required by the Ministry.

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

THAT the North Vancouver City Library Board approve the 2024 Statement of Financial Information as presented.

CARRIED UNANIMOUSLY

c. Board policy update: 6.7 Financial

Trustee A. Hazfi commented on the updates to the financial policy to reflect discussions at the April meeting following the auditors' presentation, and noted that the policy allows for the Board as a whole to request a presentation by the auditors.

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

THAT the North Vancouver City Library Board approve the updated Policy 6.7 (Financial) as presented.

CARRIED UNANIMOUSLY

d. 2025 1st quarter financials

Trustee A. Hazfi related that the Finance Committee has previewed the 2025 1st quarter financial report and noted no significant concerns, and confirmed that the 2025 1st quarter financials will be brought forward at the June meeting for approval.

12. Governance

a. Policy update: 5.8 Board decision-making

Trustee R. Bouchard described how the Board's questions around roles and responsibilities for the Chief Librarian's performance evaluation have been incorporated into the revised policy.

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

THAT the North Vancouver City Library Board approve the updated Policy: 5.8 (Board decision-making) as presented.

CARRIED UNANIMOUSLY

13. InterLINK

Trustee D. Brown reported that the InterLINK Board approved their audited financial statements and SOFI, and are in the process of a governance review.

Trustee D. Brown commented that InterLINK has drafted a risk profile, and suggested it may be a useful model for the library.

14. Student Advisory Trustee

Student Advisory Trustee Z. Spenta submitted a written report. The Teen Advisory Council is continuing to work on the Teen Zine, which will be released in a new digital format. They are also planning the Teen Summer Reading kickoff party, which will take place in early June.

15. Trustee reports

No Trustee reports.

New business

16. Freedom of Information & Protection of Privacy (FOIPPA) update response

- a. Privacy management program
- b. Privacy policy

- c. Customer FAQs
- d. Employee FAQs

Systems Coordinator K. Lucas, provided an overview of the updates to the Freedom of Information and Protection of Privacy Act (FOIPPA) and new requirements for all public bodies (including public libraries) under that act.

In response to questions, Chief Librarian D. Hutchison Koep confirmed that the library has received very few FOI requests during her tenure, and confirmed that FOIPPA training happens as part of onboarding for all new staff.

Moved by Trustee R. Bouchard, seconded by Trustee R. Jamal

THAT the North Vancouver City Library Board receive the following documents for information: Privacy management program, Privacy policy, FAQs for customers, and FAQs for staff.

CARRIED UNANIMOUSLY

17. 2024 Surplus report

Chief Librarian D. Hutchison Koep spoke to the 2024 operating surplus and the recommendation to apply \$25,000 toward a further Indigenous Storyteller in Residence program, noting that Indigenous programming has been important for community, and also for staff in transforming culture and strengthening relationships. Chief Librarian D. Hutchison Koep commented that the amount is sufficient and generous compared to other libraries with similar programs.

Chief Librarian D. Hutchison Koep reminded Trustees that given the appropriation timeline, 2023 funds will be spent out throughout 2025. City finance is looking at the City's surplus policy and library staff are advocating for changes including the ability to build up surplus funds over time, but this will take some time.

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

THAT the North Vancouver City Library Board allocate \$25,000 from 2024 surplus funds for an Indigenous Storyteller in Residence program, and direct staff to prepare and submit an information report to Council accordingly.

CARRIED UNANIMOUSLY

18. LawMatters grant

Manager of Public Services, S. Tarcea, spoke to the 2025 LawMatters grant.

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

THAT the North Vancouver City Library Board approve the receipt of the LawMatters grant and its expenditure as recommended by staff.

CARRIED UNANIMOUSLY

19. Nash donation

Manager of People, Finance and IT, L. Wright, spoke to a recent donation made by a long-time donor.

L. Wright commented that we are piloting two, three-month positions to allow for two young people to gain experience, as well as align with timing of funding from Vancouver Coastal Health.

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

THAT the North Vancouver City Library Board approve the receipt of the Rita Nash donation and its expenditure as recommended by staff.

CARRIED UNANIMOUSLY

Adjournment


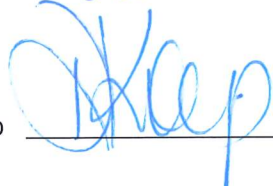
Moved by Trustee H. Allan, seconded by Trustee D. Brown

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:31 p.m.

Brendan Harvey
Board Chair

Date Jun 26, 2025

Deb Hutchison Koep
Secretary

Date June 26, 2025