

Minutes of the June 26, 2025 Board meeting

Attendance

Board members

- H. Allan
- R. Bouchard
- B. Harvey
- A. Hazfi
- R. Jamal
- P. Somji
- T. Valente
- 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

- D. Brown
- E. Luptakova

The meeting was called to order at 6:05 p.m., and opened with a territorial acknowledgement by Trustee B. Harvey. The opening circle was facilitated by Trustee B. Harvey.

SPECIAL PRESENTATION TO STUDENT ADVISORY TRUSTEE Z. SPENTA

Trustee B. Harvey acknowledged and thanked Z. Spenta for his time, perspective, commitment, and thorough reports as the 2023-2024 and 2024-2025 Student Advisory Trustee.

Adoption of minutes

1. Minutes of the May 22, 2025 Board meeting

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

THAT the minutes of the May 22, 2025 Library Board meeting be adopted.

CARRIED ANONYMOUSLY

- a. Business arising from the May 22, 2025 Board meeting

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

Consent agenda items

2. May Chief Librarian's report
3. June 2025 program calendar
4. 2025 Calendar of events
5. 2024 Charity return
6. 2024 BC annual survey of Public Libraries
7. Council reports
 - a. Information report to Council: 2024 Report to Our Community + Slide deck
 - b. City Library highlights for April 2025
8. Committee minutes
 - a. Advocacy – May 28, 2025
9. Donation/grant approvals
 - a. Literacy Circles grant

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

THAT the consent agenda items 4 through 11 be adopted.

CARRIED UNANIMOUSLY

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

THAT the North Vancouver City Library Board approve the receipt of grants funds from the Together for Literacy Roundtable, and expenditure as recommended by staff.

CARRIED UNANIMOUSLY

Reports

10. Chair
 - a. Skilled communications workshop follow-up

Trustees agreed adding time estimates to the agenda for bigger discussions and presentations will be helpful for preparation and importance.

Trustee B. Harvey confirmed that routine items with unanticipated debate or discussion will be moved to consent, which can be pulled if further discussion is desired.

- b. Library Board diversity and representation

Trustee B. Harvey opened the discussion for the Board to comment on the feedback about Board diversity and representation shared through the 2024 Board survey.

Trustees noted they currently maintain and use a matrix that considers both competencies and identities in order to identify gaps and priorities for recruitment, and that they influence recruitment through the information presentation, promotion of opportunities to key partners and communities, and recommendations to Council based on the matrix. It was recognized that while trustees are able to make recommendations, Council is the ultimate decision-maker.

Trustees reflected on the current diversity of the Board and discussed potentially missing demographics and room for improvement. Because current trustees often reach agreement or consensus readily, the question of whether this means voices might be missing was raised. It was commented that the makeup of the Board generally shifts from year to year as new members join and others complete their terms.

A discussion about opportunities to improve recruitment ensued. It was noted that historically there has been limited information available on which to assess prospective trustees, and not all prospects attend an information session where more conversation can happen. There is a risk of making assumptions based on limited information provided in the application. The City has been revising its recruitment process for boards and committees to improve the quality and relevance of information requested; trustees noted that these processes can themselves be barriers. There is also opportunity to make the recruitment process more transparent.

It was noted that applications are being received from many different parts of our community, which is a positive sign.

In response to a question, Chief Librarian D. Hutchison Koep commented on current provisions in the Library Act for residents on local First Nation reserve lands to serve on the Board, and noted that Vancouver Public Library and Vancouver Island Regional Library are working with the Ministry on a project to explore the opportunities for host Nation representation on library boards and make recommendations.

c. Summer reading and Board social

The summer reading and Board social will take place August 13, 2025. Staff will confirm a location and send out a calendar request with details.

11. Chief Librarian

Chief Librarian D. Hutchison Koep informed Trustees that she had been notified that the library's 2024 Report to the Community presentation has been cancelled due to Council's heavy agenda, and the report will be included in an upcoming Council information package instead.

Chief Librarian D. Hutchison Koep shared information about the various summer reading clubs coming up for different ages. Already it's looking like 2025 will be busier than 2024, which was one of our busiest years to date.

a. 2026 budget process and timeline

Chief Librarian D. Hutchison Koep commented on an accelerated timeline for submission of 2026 budget requests to the City, with a deadline of June 30, 2025. The budget submission will be brought to the September board meeting for review and approval.

Chief Librarian D. Hutchison Koep noted that staff are anticipating a more constrained fiscal context for 2026, and also that the 2026 budget will likely have higher-than-normal profile given the timing of the next municipal election.

12. Councillor

Trustee T. Valente commented on the [City's curb access and parking plan](#) from a recent Council meeting (approved on April 14, 2025).

13. Advocacy

Trustee P. Somji described the committee's priority messages for advocacy, and noted some details for future advocacy plans are still in progress.

14. Finance

a. 2025 1st quarter financials

Trustee A. Hazfi reported that the library is on track for the first quarter, and there are no concerns. Staff noted minor errors in the report and will circulate a corrected version.

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

THAT the North Vancouver City Library Board approve the 2025 1st quarter financial report as presented.

CARRIED UNANIMOUSLY

15. Student Advisory Trustee

Student Advisory Trustee Z. Spenta commented on a large turn-out for the teen summer reading club kick off which included an engaging and fun scavenger hunt.

The teens are excited to announce the launch of the [digital teen zine](#).

16. Trustee reports

No reports.

New business

17. Middle Years project update

Manager of Collections, Communications and Operations M. Liddle presented an update about the Middle Years project, talked through the planned design and reviewed the anticipated timeline.

In response to a question about the risk of project cost inflation, Chief Librarian D. Hutchison Koep clarified that staff have worked with a general contractor to confirm budget estimates and are working closely with City Facilities to track anticipated changes and determine whether additional cost estimation is merited.

In response to a question, staff confirmed that the carpeting used in the library is a commercial, low-pile carpet and is accessible for individuals who use mobility aids.

18. 2025 spending adjustments

Chief Librarian D. Hutchison Koep reported on recommended adjustments to spending within the library's 2025 operating budget.

Chief Librarian D. Hutchison Koep explained that the estimated \$91,475 of pre-paid ebook expenses will be captured on the library's balance sheet at year end, noted as a "prepaid" expense (an asset) with an offsetting amount included in the amount owed to the City.

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

THAT the North Vancouver City Library Board approve in principle the proposed adjustments to 2025 spending.

CARRIED UNANIMOUSLY

19. Extended Sunday hours

Chief Librarian D. Hutchison Koep presented staff recommendations for implementing extended Sunday hours beginning in September 2025 and incorporating “sensory-friendly” service.

Chief Librarian D. Hutchison Koep and Manager of Public Services, Sarah Tarcea, explained the concept of “sensory-friendly” and what customers can expect during from a “sensory-friendly” library experience.

Chief Librarian D. Hutchison Koep noted that any additional funds remaining in the 2025 staffing budget due to timing of implementation will be used to purchase supplies needed for the “sensory-friendly” service or adjacent purposes.

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

THAT the North Vancouver City Library Board endorse staff recommendations regarding implementation of extended Sunday hours.

CARRIED UNANIMOUSLY

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

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 8:43 p.m.

The Board returned to their regular session at 9:08 p.m.

Adjournment

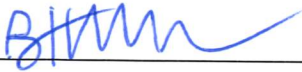
Moved by Trustee T. Valente, seconded by Trustee H. Allan

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:08 p.m.

Brendan Harvey
Board Chair



Date Sept 25, 2025

Deb Hutchison Koep
Secretary



Date Sept 25, 2025

