

## Minutes of the September 25, 2025 Library Board meeting

### Attendance

#### Board members

- R. Bouchard
- D. Brown
- B. Harvey
- A. Hazfi
- E. Luptakova
- P. Somji
- T. Valente (online)

#### Staff members

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

#### Regrets

- H. Allan
- R. Jamal

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

Trustee B. Harvey welcomed prospective Student Advisory Trustees in attendance to observe the meeting.

### Adoption of minutes

1. Minutes of the June 26, 2025 Board meeting

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

**THAT the minutes of the June 26, 2025 Library Board meeting be adopted.**

**CARRIED UNANIMOUSLY**

- a. Business arising from the June 26, 2025 Board meeting

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

### Consent agenda items

2. June Chief Librarian's report
3. July + August Chief Librarian's report

f. Donor recognition event timing

Trustee B. Harvey informed Trustees that, given the library hosted a donor recognition event earlier this year in March 2025, the next event will be held in early 2026 to coincide with the Middle Years' opening.

g. Chief Librarian evaluation process

Trustee B. Harvey noted the process will be underway shortly.

12. Chief Librarian

Chief Librarian D. Hutchison Koep noted the library received an additional \$24,941.54 Library Enhancement Grant from the Province in 2025. This is expected to be the final instalment. Staff will bring options for the Board's consideration at the next meeting.

Chief Librarian D. Hutchison Koep commented on a new format for the mid-year report, which is the first progress report on the new strategic plan, and invited feedback.

a. Provincial advocacy update

Chief Librarian D. Hutchison Koep commented on significant media attention to the campaign to increase provincial library funding, and further noted that UBCM chose this issue for a special resolution and study session at their convention.

b. Long-term Library Service Delivery Plan

Chief Librarian D. Hutchison Koep gave a presentation about work in progress on a long-term library service delivery plan, and noted that the library has engaged a consultant for this work. A priority is to engage Council throughout the process to build a shared vision for library service development over the next 25 years.

A question was asked why 25 years was chosen as the timeframe. Chief Librarian D. Hutchison Koep responded that master plans typically contemplate 25 to 50 years. In addition, Metro Vancouver's regional population projections extend through 2050 (25 years). Metro is predicting a population of approximately 95,000 residents for the City of North Vancouver.

A comment was made that there are lots of projects and potential spaces around the City of North Vancouver that may come up as an opportunity for the library.

A comment was made that the continued expansion of and improvement to access to digital collections and services should also be considered.

A question was asked about the potential impacts of unexpected eventualities, such as a pandemic, on long-term planning. Chief Librarian D. Hutchison Koep responded that the plan is based on past trends and emerging trends that are projected forward. It is difficult to specifically anticipate the impacts of disruptive events.

### 13. Councillor

Trustee T. Valente joined the meeting at 7 p.m., and highlighted the following topics from recent Council meetings:

From the September 8, 2025 Council meeting: [new curb access and parking plan](#), presentation on Public Safety, 2026-2030 budget outlook.

From the September 15, 2025 Council meeting: commemoration policy framework and Flight PS752 memorial project update, inclusionary housing policy mandates.

### 14. Finance

#### a. 2025 2<sup>nd</sup> quarter financials

Trustee A. Hazfi presented the 2025 2<sup>nd</sup> quarter financials.

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

**THAT the North Vancouver City Library Board approve the 2025 Q2 financial review.**

**CARRIED UNANIMOUSLY**

### 15. Governance

#### a. Policy review update

Trustee R. Bouchard reported on progress on this project, including a new policy template and draft policy framework.

#### b. Board self-evaluation overview

Trustee R. Bouchard noted the self-evaluation will have a short turn-around in October in order to have a report ready for the November meeting. The survey will be sent out October 17, following the North Shore joint trustee workshop.

This year, the self-evaluation will use a 4-point scale, removing a neutral option.

#### 16. InterLINK

No report.

#### 17. Trustee reports

Trustee A. Hazfi informed the Board he has been re-engaged for the City's Multicultural Task Force.

Trustee R. Bouchard commented that City Library received a nomination at the "Untapped Workplace Inclusion Awards" for being a diverse and inclusive champion in the public sector.

### New business

#### 18. Succession planning

Trustee B. Harvey and Chief Librarian D. Hutchison Koep shared their learning from recent workshops about succession planning hosted by InterLINK and the BC Library Trustees' Association.

Chief Librarian D. Hutchison Koep provided an overview of succession planning, its importance, the general process, and the respective responsibilities of the Board and the Chief Librarian.

Trustee B. Harvey led a discussion regarding what roles the Board should prioritize for succession planning.

A comment was made that a plan for urgent and unexpected situations is important.

Trustees commented on supporting the development of individuals to ensure their readiness to take on new or greater responsibilities, and the importance of documenting processes and knowledge.

A comment was made that succession planning is a component of risk management, which has also been identified as a priority for the Board.

Trustees agreed to focus on the Chief Librarian and Board Chair roles in 2026.

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

**THAT the North Vancouver City Library Board direct the Board Chair and Executive Committee to initiate succession planning in 2026 and to report progress to the Board no later than November 2026.**

**CARRIED UNANIMOUSLY**



#### 19. 2026 Proposed budget submission

Chief Librarian D. Hutchison Koep presented the 2026 budget submission, providing context for the proposed operating, program and project budgets.

In response to a question regarding projected donations, Chief Librarian D. Hutchison Koep responded that the projections reflect contributions already received or where staff are exceedingly confident of contributions based on past donor behaviour. Should funding for a project not come through as anticipated, staff would come to the Board with alternatives for consideration.

Chief Librarian D. Hutchison Koep commented that nearly \$25,000 was cut from the budget submission based on a request from City Finance and a review of mid-year results. This was made up largely from increased revenue projections and rolling back a proposed significant increase in training and development support (this was intended to move toward a benchmark of 1% of total labour costs and will come forward in a future year).

In response to a question about the status of a project to replace the moveable walls in the 3<sup>rd</sup> floor program room, Chief Librarian D. Hutchison Koep reported that the project was stalled due to COVID and ultimately abandoned due to significantly inflated costs. The approved budget was used instead to improve the functionality and accessibility of the existing space. The wall system remains sub-optimal, but safe and functional, and City Facilities has extended its life through regular maintenance and repairs.

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

**THAT the North Vancouver City Library Board approve City Library's proposed 2026 budget submission.**

**CARRIED**

#### 20. 2025 Proposed staff development date

L. Wright, Manager of People, Finance and IT spoke to the proposed closure for a staff development day.

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

**THAT the North Vancouver City Library Board approve closure of City Library for one day on November 6, 2025 in support of staff development on the topic of psychological first aid.**

**CARRIED**

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

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

**CARRIED UNANIMOUSLY**

Prospective Student Advisory Trustees were excused from the meeting.

The Board recessed to in-camera at 8:27 p.m.

The Board returned to their regular session at 8:45 p.m.

## **Adjournment**

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


**THAT the North Vancouver City Library Board meeting be adjourned.**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:45 p.m.

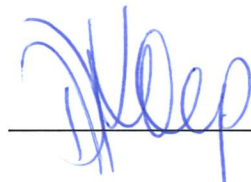
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Brendan Harvey  
**Board Chair**



Date Oct 23, 2025

Deb Hutchison Koep  
**Secretary**



Date Oct 23, 2025