

Minutes of the October 23, 2025 Library Board meeting

Attendance

Board members

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

Staff members

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

Regrets

- P. Somji
- T. Valente

The meeting was called to order at 6 p.m., and opened with a territorial acknowledgement by Trustee E. Luptakova. The opening circle was facilitated by Trustee R. Bouchard.

Trustee B. Harvey welcomed Carmen To, 2025-2026 Student Advisory Trustee.

Adoption of minutes

1. Minutes of the September 25, 2025 Board meeting

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

THAT the minutes of the September 25, 2025 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the September 25, 2025 Board meeting

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

Consent agenda items

2. September Chief Librarian's report
3. October 2025 program calendar
4. 2025 Calendar of events

5. Correspondence
 - a. Communication from BDO re: Audit planning for the year ending December 31, 2025
 - b. Letter to C. To re: Student Advisory Trustee position

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

THAT the consent agenda items 2 through 5 be adopted.

CARRIED UNANIMOUSLY

Reports

6. Chair
 - a. Trustee laptop and email protocols

Deferred to November meeting.

- b. Trustee recruitment / Prospective trustee information night

Trustee B. Harvey noted the upcoming prospective trustee information night on October 30, 2025, and requested the attendance of other Board members.

- c. Chief Librarian evaluation

Trustee B. Harvey commented that trustees will receive information about the Chief Librarian evaluation shortly, and the process will be similar to previous years.

- d. Joint North Shore library boards workshop debrief

Trustee B. Harvey commented that the joint North Shore library boards workshop was well received.

7. Chief Librarian

Chief Librarian D. Hutchison Koep noted staff are working on confirming a venue and date for the Board holiday event.

- a. Long-term library service delivery plan update

Chief Librarian D. Hutchison Koep updated the Board on a recent presentation to the City Leadership Team on the long-term library services delivery plan. There was a positive response and support to take it to Council on either December 1, 2025 or December 8, 2025 in their open session. The current plan is for a touchback with Council around February 2026 to confirm service levels, and to check in with them one more time before summer 2026.

Chief Librarian D. Hutchison Koep noted the consultants may attend the next Board meeting to provide an update.

In response to a question, Chief Librarian D. Hutchison Koep confirmed funds for this work are in the 2025 operating budget.

b. 2026 budget update

Chief Librarian D. Hutchison Koep reported there has been no request for changes to the library's 2026 budget submission, and the budget is going forward a Council on November 3, 2025. This will be Council's first opportunity to share comments and ask questions.

8. Councillor

No report.

9. Governance

a. Board self-evaluation

Trustee R. Bouchard reminded Trustees to complete the Board self-evaluation by October 28, 2025.

10. InterLINK

Trustee D. Brown reported that InterLINK is looking at significant changes to its governance structure and considering decreasing the number of representatives on the Board. They are working with a consultant to move this work forward.

In response to questions, Trustee D. Brown commented that the decision of which libraries will be represented is still to be determined, but that all the libraries currently represented have endorsed the proposed change in principle.

Trustee D. Brown addressed a concern that we may lose the connection with InterLINK without individual library representation, noting there is work in progress on improved communications such as a regular "one-pager" to communicate key decisions.

11. Student advisory trustee

Student Advisory Trustee C. To reported on activities of the Student Advisory Committee, including work to create a teen mascot to represent teens and the teen space in the library.

12. Trustee reports

No reports.

New business

13. Accessibility Plan

Manager of People, Finance and IT, L. Wright, presented the North Vancouver City Library Accessibility Plan, describing how it was developed, outlining how the plan meets the requirements of the *Accessible BC Act*, highlighting key contents of the plan, and listing next steps. The accessible public document will be published on our website, and the one-pager highlights our goals with a QR code link to the longer version.

Chief Librarian D. Hutchison Koep noted the Board will receive regular reports on our progress.

In response to questions, Chief Librarian D. Hutchison Koep commented that this work has come from a lot of engagement with staff and the community. The plan is expected to be updated regularly - layering on more information as we receive feedback.

Chief Librarian D. Hutchison Koep noted we are unique on the North Shore, as other libraries are included in their municipality's accessibility plans, while we have our own, distinct plan.

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

THAT the North Vancouver City Library Board endorse the North Vancouver City Library Accessibility Plan.

CARRIED UNANIMOUSLY

14. 2025 Provincial enhancement grant proposal

Chief Librarian D. Hutchison Koep reminded Trustees that we received two grants in 2023 for "Library Enhancement" from the Province of BC, and an additional enhancement grant in 2024. In 2025, we received a further enhancement grant. We do not anticipate that there will be any further disbursements from this source in 2026.

Chief Librarian D. Hutchison Koep noted that the allocation of funds to extend two existing impactful programs will not leave us short for other programs requiring an infusion of funds, such as the Open Door Community Hub.

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

THAT the North Vancouver City Library Board approve the expenditure of \$15,000 from the 2025 Library Enhancement Grant to extend the Employee Wellness Fund for one additional year;

AND THAT the North Vancouver City Library Board approve the expenditure of \$9,941.54 from the 2025 Library Enhancement Grant and \$10,308.46 from the 2023 Library Enhancement Grant to extend the Indigenous-led Staff Development to all staff.

CARRIED UNANIMOUSLY

Adjournment

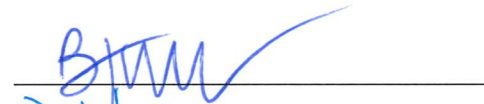
Moved by Trustee H. Allan, seconded by Trustee E. Luptakova

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:12 p.m.

Brendan Harvey
Board Chair



Date Nov 27, 2025

Deb Hutchison Koep
Secretary



Date Nov 27, 2025