

## Minutes of the November 27, 2025 Library Board meeting

### Attendance

#### Board members

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

#### Staff members

- D. Hutchison Koep, Chief Librarian
- S. Tarcea, Manager, Public Services
- K. Lucas, Systems Coordinator

#### Regrets

- R. Bouchard
- P. Somji
- C. To, Student Advisory Trustee
- M. Liddle, Manager, Collections, Communications & Operations
- L. Wright, Recording Secretary

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The meeting was called to order at 6:00 p.m., and opened with a territorial acknowledgement by Trustee A. Hazfi. The opening circle was facilitated by Trustee H. Allan.

Trustee B. Harvey welcomed Annerieke van Hoek, partner at StudioHuB Architects, here to present on the long-term library delivery service plan.

### Presentation

#### 1. Long-term library service delivery plan

StudioHuB Architect A. van Hoek presented on the current status of the library's long-term library service delivery plan and work in progress. To date, StudioHuB has completed work that compares library space per capita among the North Shore library systems and two staff engagements.

Trustees participated in an engagement activity to answer the question, "How will you know when this project has been successful?" Common themes in responses included alignment with municipal priorities and responsiveness to community needs.

Discussion covered how per-capita space standards are calculated, with A. van Hoek noting a shift from the older 0.5 sq. ft. standard to approximately 1 sq. ft. per capita due to libraries functioning as third spaces and increasing accessibility needs.

Questions arose about West Vancouver Memorial Library's high square footage per capita, which was attributed to a large, long-supported building and a slightly decreasing population. City Library's ratio is expected to decrease as population grows. Differences between suburban and dense urban library needs were also noted.

Trustees explored opportunities for coordination between District libraries and City Library, with StudioHuB confirming active collaboration. Funding differences between municipalities were acknowledged. The conversation also addressed demographic inputs, youth space needs, population distribution, and varied community usage patterns, including the impact of families living in smaller housing.

Concerns about land availability were discussed, and A. van Hoek explained that the final plan will offer realistic options, including co-located spaces in new developments. The plan will not prescribe a specific building but will provide a toolkit of options based on community needs.

The project timeline includes presenting draft service levels to Council in February or March 2026 for alignment before developing detailed recommendations. Service levels will define minimum, optimum, and maximum standards, with potential phased implementation. As an example of flexible service models, A. van Hoek referenced Burnaby Public Library's successful temporary branch in Lougheed Mall.

## Adoption of minutes

2. Minutes of the October 23, 2025 Board meeting

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

**THAT the minutes of the October 23, 2025 Library Board meeting be adopted.**

**CARRIED UNANIMOUSLY**

- a. Business arising from the October 23, 2025 Board meeting

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

## Consent agenda items

3. October Chief Librarian's report
4. November 2025 program calendar
5. 2025 Calendar of events
6. Council reports
  - a. Council report – Library Long-Term Service Delivery Plan: Process Overview

7. Committee minutes
  - a. Governance – November 12, 2025
  - b. Finance – November 19, 2025
8. Correspondence
  - a. Letter to C. To re: Student Advisory Trustee position
  - b. Letter to Hon. C. Boyle re: Public Library Grants
9. 2026 Fees and charges

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

**THAT the North Vancouver City Library approve fees and charges as presented, effective January 1, 2026;**

**AND THAT the North Vancouver City Library Board direct staff to research and review charges for printing and photocopying services and make recommendations as part of the 2027 fees and charges report to the Board.**

**CARRIED UNANIMOUSLY**

10. 2026 Library closed dates

Moved to new business for discussion (Item 20).

**THAT the consent agenda items be adopted.**

**CARRIED UNANIMOUSLY**

## **Reports**

11. Chair
  - a. Board holiday dinner

Trustee B. Harvey reminded trustees to RSVP for the December 11, 2025 holiday dinner.

- b. Nominations committee appointments

Trustee B. Harvey noted that a nominations committee be formed to contact trustees about committee participation and prepare a recommended slate of appointments. The Board briefly discussed whether appointments should be based on interest or best fit, with a fuller discussion to come later. Trustees agreed that new trustees were better served by appointments to Board committees than to the InterLINK Board.

Trustee R. Jamal and Trustee H. Allan volunteered to serve on the nominations committee.



c. 2026 Draft proposed Board meeting dates

Trustee B. Harvey presented the draft 2026 Board meeting dates and noted that scheduling has taken spring break and the BCLA conference in April into consideration. A revised schedule will be brought to the January 2026 meeting for approval.

d. Trustee laptop and email protocols

Trustee B. Harvey reminded trustees to complete their required security training and noted that work is underway to provide instructions for accessing trustee library email on mobile phones.

e. Prospective trustee information night follow-up

Trustee B. Harvey reported that the prospective trustee information night had strong attendance and generated a solid number of applications. It is anticipated that Council will make their appointments at their December 8, 2025 meeting.

12. Chief Librarian

a. 2026 budget update

Chief Librarian D. Hutchison Koep provided an update on the 2026 budget, noting that Council had no comments or questions about the library's submission, and that the Board-approved budget remains unchanged. The budget will return to Council on December 8, 2025 for final feedback, and no further issues are anticipated.

She also reported that the presentation on long-term library service planning at the recent Council meeting was well received. Trustee T. Valente confirmed Council's support and interest, and Chief Librarian D. Hutchison Koep noted that Council was especially interested in hearing about the future of libraries, particularly in relation to AI.

13. Councillor

Trustee T. Valente reported that the Official Community Plan received first reading and highlighted a recent public hearing concerning a major development at 16th and St. Georges, including the preservation of a significant tree.

He also noted a motion related to e-scooter safety, reflecting community concerns about sidewalk use and the need for education and infrastructure, especially given youth ridership.

Trustee E. Luptakova asked whether there are plans for spaces where tweens can spend time. Trustee T. Valente referenced the Youth Friendly North Shore report, which identifies a shortage of

tween spaces, particularly on Sundays. Chief Librarian Hutchison Koep noted that a group continues to meet around the report's findings and offered to recirculate the report

#### 14. Finance

##### a. 3<sup>rd</sup> quarter financial review

Trustee A. Hazfi presented the 2025 third-quarter financials. The report was noted as clear and easy to understand. Chief Librarian D. Hutchison Koep explained that staff salaries include a percentage for fringe benefits, which had been adjusted upward by 3% for 2025, but actual costs have been lower than estimated. This, together with temporary vacancies in two senior positions, is resulting in a sizeable projected surplus. Fringe benefit costs are expected to rise in 2026, and fourth-quarter spending should reduce the anticipated surplus to around \$200,000.

Finance staff are currently drafting updates to the City's surplus policy to allow the library to retain larger amounts of its surplus, though this is unlikely to impact the current year. Trustee D. Brown noted increased revenue was describe incorrectly as "unfavourable", which Chief Librarian D. Hutchison Koep clarified was a typographical error to be corrected.

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

**THAT the North Vancouver City Library Board approve the financial report for the period ending September 30, 2025.**

**CARRIED UNANIMOUSLY**

#### 15. Governance

##### a. Board self-evaluation

Trustee R. Jamal presented the Board self-evaluation, noting that, as in previous years, overall ratings remain high. Discussion focused on reviewing the previous year's goals, workload, meeting lengths, and alignment of responsibilities with expectations for a voluntary board. The executive committee continues to monitor meeting length, aiming to keep sessions under 2.5 hours.

Trustees noted challenges in balancing board commitments with personal responsibilities, particularly for newer members who may need guidance on reading and interpreting board materials. Suggestions included providing parts of the board package earlier, robust orientation sessions in January, assigning "buddy" trustees to support newcomers, and sharing strategies for reading materials effectively.

The group discussed committee assignments, including the potential for aligning trustees' current and future interests, succession planning for leadership roles, and balancing workload across

committees. Trustees agreed that the current workload is manageable, though personal circumstances may affect capacity.

Several members emphasized the value of engagement in community events, the support provided by staff, and the depth of involvement compared to other library boards.

Overall, trustees found the board's structure and level of engagement appropriate, with opportunities to refine orientation, mentorship, and committee assignment processes.

#### 16. InterLINK

Trustee D. Brown reported on the recent InterLINK meeting. The 2026 operational plan and budget were provisionally approved and will be circulated to library boards for feedback before final approval. Discussion included the loss of funding to the New to BC program. New auditors have been appointed, and a review of financial procedures is underway.

A governance plan has been approved, including a strategy to reduce board representation to nine, potentially seven, with three representatives each from large, medium, and small libraries. The board will meet three times a year, focusing on approving strategic plans, operational plans, budgets, and audits. Each library will continue to have representation at the annual general meeting. The executive director will develop a 2026 plan for implementation in 2027, with an emphasis on improving communications back to member boards.

Trustee D. Brown noted that key InterLINK positions will see departures in 2026. Trustee D. Brown has been asked to remain due to the vacancies. The transition to the new governance structure is expected to be complex.

#### 17. Student advisory trustee

In Student Advisory Trustee C. To's absence, Trustee E. Luptakova reported on post-secondary programming aimed at helping teens prepare for university and develop life skills, including financial and time management. She provided an update on the teen space mascot, noting ongoing discussions and plans for a 2D design contest with size guidelines and a prize, which could later evolve into a 3D mascot. The plans are still in draft form and require approval before proceeding. Deb noted that the mascot aligns with recommendations from the Youth Friendly North Shore report, and Eva emphasized the importance of providing adequate space for teens.

#### 18. Trustee reports



Trustee E. Luptakova offered an update, noting participation in judging the staff Halloween costume contest, which was enjoyable, as well as a productive meeting with the new teen Board representative. A former student advisory trustee offered support and advice regarding the position's responsibilities on the Board.

## New business

### 19. Open Door Community Hub funding update

Manager of Public Services S. Tarcea provided an update on grant applications and the use of previously-approved bridge funding for the Open Door Community Hub program. Current funding will run out at the end of January 2026, and several grant applications are still in progress. She presented a staff recommendation to extend bridge funding through summer of 2026 to allow more time for grant funding to come through, and to give staff time to plan options to transition to a library-based program.

The Board directed staff to develop options to adjust the program to fit within the library's available programming resources.

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

**THAT the North Vancouver City Library Board allocate \$5,000 from the Provincial Enhancement Grant to extend bridge funding for the current reduced-service ODCH program;**

**AND THAT Library staff explore options for integrating the costs of the ODCH into the regular library programming budget.**

**CARRIED UNANIMOUSLY**

### 20. Library closed dates

Trustees noted that the proposed hours include extended open hours for "holiday hours". In response to a question, staff confirmed that there has been a staff development day in four of the past five years.

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

**THAT the North Vancouver City Library approve the 2026 library closed dates as presented, including a one-day closure for staff development;**

**AND THAT the North Vancouver City Library Board approve adjustment of holiday hours as presented;**

**AND THAT the North Vancouver City Library Board direct staff to explore the feasibility of opening on additional public holidays, and develop recommendations for the Board's consideration at their November 2026 meeting.**

**CARRIED UNANIMOUSLY**

**Moved by Trustee D. Brown, seconded by Trustee A. Hazfi**

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

**CARRIED UNANIMOUSLY**

Staff were excused from the meeting.

The Board recessed to in-camera at 8:46 p.m.

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

## **Adjournment**

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

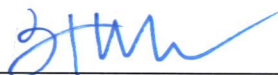
**THAT the North Vancouver City Library Board meeting be adjourned.**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:12 p.m.

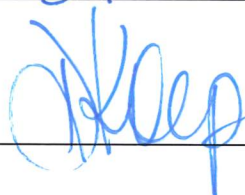
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Brendan Harvey  
**Board Chair**



Date Jan 22, 2026

Deb Hutchison Koep  
**Secretary**



Date Jan 22, 2026