

Minutes of the March 12, 2026 Library Board meeting

Attendance

Board members

- H. Allan
- A. Hardy
- B. Harvey
- A. Hazfi
- R. Jamal
- S. Sandhu
- P. Somji
- T. Valente

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
- C. To, Student Advisory Trustee

The meeting was called to order at 6:00 p.m., and opened with a territorial acknowledgement by Trustee T. Valente. The opening circle was facilitated by Trustee R. Jamal.

Presentation

1. Financial oversight and budget development

CNV's Chief Financial Officer, L. Sawrenko, and Chief Librarian D. Hutchison Koep gave a presentation on financial oversight and budget development.

The question of what indemnifications the library could potentially have that would be required by the Statement of Financial Information was discussed, Chief Librarian D. Hutchison Koep offered to gather information to share at the May meeting when the SOFI is reviewed.

Trustee T. Valente left the meeting at 6:28 p.m. and returned at 6:38 p.m.

During a discussion of the impact of tariffs, Chief Librarian D. Hutchison Koep commented the library has not yet needed to pay tariffs directly, since we work largely with Canadian suppliers and distributors, though the impact of tariffs may be a factor in inflation on various library supplies and materials.

In response to a question, Chief Financial Officer L. Sawrenko commented that the proposed expansion of PST to certain professional services will likely have a small impact on the library based on the City's initial analysis.

In response to a question, Chief Financial Officer L. Sawrenko commented that it is not necessary to have an investment policy in order to invest an existing balance; however, it is good governance to have the policy to set parameters.

In response to a question, Chief Financial Officer L. Sawrenko commented that historically auditors are selected for the "package" of the City, the library and other municipal entities for better pricing; however, the Board may decide to request an independent proposal.

In response to a question, Chief Financial Officer L. Sawrenko commented that any concerns of fraud should be communicated to the auditor. The Board can also ask the auditors questions about their assessment of internal controls and fraud risk.

Adoption of minutes

1. Minutes of the February 26, 2026 Board meeting

Moved by Trustee A. Hardy, seconded by Trustee T. Valente

THAT the minutes of the February 26, 2026 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the February 26, 2026 Board meeting

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

Consent agenda items

2. February Chief Librarian's report
3. March 2026 program calendar
4. 2026 Calendar of events
5. Committee minutes
 - a. Finance – March 3, 2026

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

THAT the consent agenda items be adopted.

CARRIED UNANIMOUSLY

Reports

6. Chair

No report.

7. Chief Librarian

Chief Librarian D. Hutchison Koep informed Trustees of the upcoming North Shore Writer's Festival on April 10-11, 2026, noting that City Library is hosting this year.

8. Councillor

Trustee T. Valente highlighted the following topics from recent Council meetings:

- March 9, 2026 Council meeting: Central Lonsdale Business Improvement Area service bylaw
- March 9, 2026 Council meeting: Name recommendation for new bridge over Highway 1

Discussion ensued regarding what opportunities may present themselves for the library and the new Central Lonsdale BIA. Chief Librarian D. Hutchison Koep offered to gather more information about potential library participation in the BIA to share with the Board at a future meeting.

Trustee T. Valente commented on the benefits of estate and legacy giving, and suggested considering this in any future investment policy.

9. Finance

a. 2025 Year-end financials (unaudited)

Trustee A. Hardy commented on the 2025 year-end financials (unaudited), and noted there are no concerns. City Library is reporting a surplus of \$231,000 at year end, largely due to savings on fringe benefits and temporary vacancies.

In response to a question, Chief Librarian D. Hutchison Koep commented that Council has given direction to City Finance to update the City's surplus policy; however, the existing policy will remain in place until the new policy is adopted.

Chief Librarian D. Hutchison Koep will follow up with City Finance regarding the status of an action item from 2025: "Staff to request information from City Finance staff about why depreciation isn't included in our annual budgets and report back."

Moved by Trustee A. Hardy, seconded by Trustee R. Jamal

THAT the North Vancouver Library Board approve the 2025 Year-end financials (unaudited).

CARRIED UNANIMOUSLY

10. InterLINK

No report.

11. Trustee reports

No reports.

New business

12. 2026 Budget adoption

Chief Librarian D. Hutchison Koep noted that budget adoption is a formality following Council's approval of the Financial Plan at their February 2, 2026 Council meeting.

Trustees directed staff to draft a thank you letter for the Board Chair to send to Council on behalf of the Board.

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

THAT the North Vancouver Library Board adopt the 2026 budget.

CARRIED UNANIMOUSLY

13. 2025 Provincial public library grant report

Chief Librarian D. Hutchison Koep briefly commented on the purpose of the Provincial public library grant report, noting that it is required as a condition of the annual operating grant and that Boards must review and approve the report prior to submission.

Moved by Trustee A. Hazfi, seconded by Trustee T. Valente

THAT the North Vancouver Library Board receive and approve the 2025 Provincial public library grant report.

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

The Board recessed to in-camera at 7:55 p.m.

The Board returned to their regular session at 8:13 p.m.

Moved by Trustee T. Valente, seconded by Trustee S. Sandhu

THAT the North Vancouver Library Board approve the allocation of \$57,000 from the Library Enhancements fund for the Middle Years project, and the return of any unused funds upon project completion to the Library Enhancements fund;

AND THAT the report of the Chief Librarian, dated March 12, 2026 entitled, "Middle Years project budget" and its discussion remain in the closed session.

CARRIED UNANIMOUSLY

Adjournment

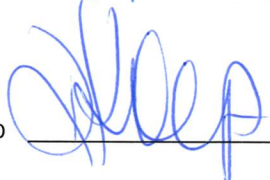
Moved by Trustee A. Hardy, seconded by Trustee S. Sandhu

THAT the North Vancouver City Library Board meeting be adjourned.

The meeting adjourned at 8:14 p.m.

Brendan Harvey  _____
Board Chair

Date April 16, 2026

Deb Hutchison Koep  _____
Secretary

Date April 16, 2026

