

Minutes of the April 16, 2026 Library Board meeting

Attendance

Board members

- H. Allan
- A. Hardy
- B. Harvey
- A. Hazfi
- R. Jamal
- S. Sandhu
- P. Somji
- C. To, Student Advisory Trustee

Staff members

- D. Hutchison Koep, Chief Librarian
- S. Tarcea, Manager, Public Services
- L. Wright, Recording Secretary

Regrets

- D. Brown
- T. Valente
- M. Liddle, Manager, Collections, Communications & Operations

The meeting was called to order at 6:02 p.m., and opened with a territorial acknowledgement by Trustee S. Sandhu.

Presentations

1. Long-term service delivery plan: Service levels

A. van Hoek presented a service levels framework in support of the library's long-term library service delivery planning work. The framework establishes a consistent way to measure library services and guide future planning decisions. It provides a shared basis for evaluating current conditions, identifying gaps and planning future investments. Service levels are defined across two dimensions – services and space provisions, and access and equity.

Discussion ensued regarding desired target levels, and feedback was provided about how best to present to Council.

Trustees expressed support for the overall framework as presented, and agreed with categories and structure.

Adoption of minutes

1. Minutes of the March 12, 2026 Board meeting

Moved by Trustee R. Jamal, seconded by Trustee H. Allan

THAT the minutes of the March 12, 2026 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the March 12, 2026 Board meeting

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

Consent agenda items

2. March Chief Librarian's report
3. April 2026 program calendar
4. 2026 Calendar of events
5. Information reports:
 - a. 2025 Year-end public survey results
 - b. Extended Sunday hours - Impacts
6. Correspondence
 - a. Email from customer, Gayle Turko re: Program review

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

THAT the consent agenda items be adopted.

CARRIED UNANIMOUSLY

Reports

7. Chair

Trustee B. Harvey noted the BC Library Trustees' Association meeting is scheduled for June 10, 2026. Trustee H. Allan agreed to attend and vote on the Board's behalf.

8. Chief Librarian

Chief Librarian D. Hutchison Koep provided a brief update on the café area, currently in transition due to end-of-life furniture. The space will be used as a temporary "swing space" during the middle years' area construction. An update on the project and timeline will be provided at the next meeting.

Chief Librarian D. Hutchison Koep reported the 2025 community report is in progress with a new template being developed to use for the next several years. If Trustees have input based on previous reports, they should forward feedback.

Chief Librarian D. Hutchison Koep reported she will be sharing the Library's Accessibility Plan with the North Shore Accessibility Advisory Committee on April 30, 2026.

9. Councillor

No report.

10. Finance

- a. 2025 Auditors' report
- b. 2025 Audited financial statements

Trustee A. Hardy reported on the 2025 auditors' report and audited financial statements. The audit was "clean" and unqualified, and the financial position of City Library as of December 31, 2025 was fairly presented.

Trustee B. Harvey commented on the threshold for "materiality" set at 5% this year, compared to 3% in past years, noting this is based on the expert opinion of the auditor.

Moved by Trustee A. Hardy, seconded by Trustee P. Somji

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

CARRIED UNANIMOUSLY

11. Governance

Trustee R. Jamal confirmed she was acclaimed as committee chair for 2026, and highlighted the committee's upcoming work, which will include continued work on policies, reviewing the Board calendar, and providing feedback on the advocacy role of the Board for the Board's consideration.

12. Student Advisory Trustee

Student Advisory Trustee C. To shared the new flag for the teen room that displays the new mascot, and the plush mascot will arrive soon. In addition to brainstorming suggestions for civic plaza movie nights, the teen advisory committee chose the summer reading challenge theme – "Into the woods" – as well as the writing contest theme – "Metamorphosis". Student Advisory Trustee C. To commented on a successful presentation on "AI and the future of work" to grade 10-12 students.

13. Trustee reports

No reports.

New business

14. 2025 Year-end report
 - a. 2025-2026 Workplan – 2025 Year-end report
 - b. Strategic indicators – 2025 Year-end report
 - c. Service metrics – 2025 Year-end report

Chief Librarian D. Hutchison Koep presented highlights from 2025 and noted alignment with strategic priorities as well as the library's commitments to inclusion, accessibility and Indigenous cultural safety.

Feedback was provided for how to improve the readability of the reports.

Moved by Trustee R. Jamal, seconded by Trustee S. Sandhu

THAT the North Vancouver Library Board accept the 2025 year-end report.

CARRIED UNANIMOUSLY

15. Proposed 2026-2027 initiatives & assessment framework
 - a. 2026-2027 Initiatives (proposed)
 - b. PESTLE Analysis
 - c. 2025-2029 Strategic indicators

Chief Librarian D. Hutchison Koep presented the proposed 2026-2027 initiatives & assessment framework.

Comments were made about the ambitious number of initiatives.

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

THAT the North Vancouver Library Board endorse the proposed 2026-2027 initiatives and assessment framework.

CARRIED UNANIMOUSLY

Moved by Trustee H. Allan, seconded by Trustee S. Sandhu

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

CARRIED UNANIMOUSLY

The Board recessed to in-camera at 8:51 p.m.

The Board returned to their regular session at 9:20 p.m.

Adjournment

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

THAT the North Vancouver City Library Board meeting be adjourned.


The meeting adjourned at 9:20 p.m.

Brendan Harvey
Board Chair



Date May 28, 2026

Deb Hutchison Koep
Secretary



Date May 28, 2026.

