

## Minutes of the May 28, 2026 Library Board meeting

### Attendance

#### Board members

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

#### Staff members

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

#### Regrets

- S. Sandhu
- T. Valente
- M. Liddle, Manager, Collections, Communications & Operations

---

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

### Adoption of minutes

1. Minutes of the April 16, 2026 Board meeting

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

**THAT the minutes of the April 16, 2026 Library Board meeting be adopted.**

**CARRIED UNANIMOUSLY**

- a. Business arising from the April 16, 2026 Board meeting

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

### Consent agenda items

2. April Chief Librarian's report
  - a. Presentation to the North Shore Accessibility Advisory Committee
3. May 2026 program calendar
4. 2026 Calendar of events
5. Committee minutes

- a. Finance – Minutes of April 8, 2026 meeting & Minutes of May 19, 2026 meeting
- b. Governance – Minutes of April 9, 2026 meeting & Minutes of May 14, 2026 meeting
- 6. Information reports
  - a. 2025 BC annual survey of public libraries
  - b. 2025 Staff workplace experience survey results
  - c. Library small grants 2026 update
- 7. Correspondence
  - a. Letter to Mayor and Council re: 2026 Operating grant
  - b. Email from D. McGeachy re: Question about schedule of guarantees and indemnities

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

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

**CARRIED UNANIMOUSLY**

## Reports

- 8. Chair
  - a. Board calendar review

Trustee B. Harvey commented that the Board calendar changes reflect recommendations from the governance committee and executive committee related to timing and capacity, and the June and October discussion items are tentative until confirmed.

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

**THAT the North Vancouver City Library Board accept the updates to the 2025 Board calendar as presented.**

**CARRIED UNANIMOUSLY**

- b. Board summer reading

Chief Librarian D. Hutchison Koep provided an overview of the summer reading choice – *On Banning Books* by Ira Wells – a compelling and important read, bringing both depth and passion to current debates about access to information and intellectual freedom.

Staff will conduct a poll to identify a date for a summer social event and book discussion.

9. Chief Librarian

Chief Librarian D. Hutchison Koep highlighted items in the Chief Librarian's report, and reminded trustees about the upcoming summer reading club kickoff event on June 17, 2026 as well as the Community Report presentation to Council on July 6, 2026.

a. 2025 Report to community

Chief Librarian D. Hutchison Koep provided a "sneak peek" of the 2025 Community Report with a new design and layout. The full and final version will be included with the June Board meeting package.

b. Staff appreciation

Chief Librarian D. Hutchison Koep described the event and shared a video of community members thanking library staff that was presented at the 2026 staff appreciation event.

10. Councillor

No report.

11. Finance

a. 2025 Statement of Financial Information

Trustee A. Hardy provided an overview of the 2025 Statement of Financial Information.

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

**THAT the North Vancouver City Library Board approve the 2025 Statement of Financial Information as presented.**

**CARRIED UNANIMOUSLY**

b. 2026 1<sup>st</sup> quarter financials

Trustee A. Hardy provided an overview of the 2026 1<sup>st</sup> quarter financials.

Chief Librarian D. Hutchison Koep commented that City chargebacks for services, including IT and accounting, are reviewed annually and are adjusted; building services has not changed in many years, so it needs to be revised. When it does, it is likely to increase significantly.

Chief Librarian D. Hutchison Koep clarified that policy and planning work, funded by the Provincial Enhancement Grant, was delayed due to an extended staff absence in the administration group.

In response to a question about 2027 budget planning, Chief Librarian D. Hutchison Koep shared that she is expecting to hear more from the City soon and will bring information to the June Board meeting.

**Moved by Trustee A. Hardy, seconded by A. Hazfi**

**THAT the North Vancouver City Library Board approve the financial report for the period ending March 31, 2026.**

**CARRIED UNANIMOUSLY**

12. Governance

a. Overview of policy framework and review

Trustee R. Jamal provided an overview of the draft policy framework, reviewed work undertaken to date and commented on why the work is important. The committee's next steps are policy migration and updates, framework iteration, and new policy development.

In response to a question, Trustee R. Jamal confirmed that the framework will be incorporated into a "policy on policies".

It was noted that some policy areas have only Board policies (ex. Governance), while other policy areas like financial and personnel have both Board and administrative policies. Board policies are approved by the Board, while administrative policies are approved by staff.

It was noted that approval dates for some policies are uncertain, that the proposed policy review process will ensure all policies are reviewed and approved, and that this policy will be beneficial to ensure policy review is structured and routine going forward.

13. InterLINK

Trustee D. Brown informed trustees that the InterLINK Board is changing its governance structure to a smaller, "Executive" Board, and provided an overview of the changes and timeline.

A discussion ensued regarding the new model and the steps required to implement it.

#### 14. Student Advisory Trustee

Student Advisory Trustee C. To provided an update on current activities of the teen advisory committee and shared the new plush teen mascot.

Student Advisory Trustee C. To participated in a parks and public space planning workshop to provide a youth perspective, and encouraged other trustees to contribute their perspectives.

#### 15. Trustee reports

No reports.

Trustee P. Somji left the meeting at 7:50 p.m.

Library Services Coordinators V. McCreedy and K. Coyne joined the meeting at 7:50 p.m.

### **New business**

#### 16. Tween zone project update

Library Services Coordinator V. McCreedy provided an update on the "tween zone" project (formerly "middle years" project) and described planned public communications including signage, updates to the website and an ad in the North Shore News.

In response to a question, Manager of Public Services S. Tarcea commented there will be guidelines and messaging for staff to help the public understand when, how and by who the tween zone can be used.

Chief Librarian D. Hutchison Koep commented there is some flexibility built into the construction timeline presented.

A concern was expressed that having the 3<sup>rd</sup> floor program room unavailable for public room rentals during construction may impact a revenue stream.

**Moved by Trustee D. Brown, seconded by Trustee H. Allan**

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

**CARRIED UNANIMOUSLY**

The Board recessed to in-camera at 8:09 p.m.

The Board returned to their regular session at 8:47 p.m.

## Adjournment

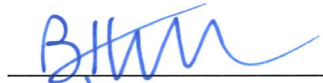
**Moved by Trustee H. Allan, seconded by Trustee R. Jamal**

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

The meeting adjourned at 8:47 p.m.

---

Brendan Harvey  
**Board Chair**

  
\_\_\_\_\_

Date Jun 25, 2026

Deb Hutchison Koep  
**Secretary**

  
\_\_\_\_\_

Date June 25, 2026.