

Minutes of the April 20, 2023 Library Board meeting

MAY 25, 2023 | 6 P.M.

IN PERSON (3RD FLOOR PROGRAM ROOM) & VIA WEBEX

Attendance

Board members

- S. Bolton, Trustee
- R. Bouchard, Trustee
- B. Harvey, Chair
- A. Hazfi, Finance Chair
- R. Jamal, Vice Chair
- J. Linsangan, Trustee
- E. Luptakova, Trustee
- P. Somji, Trustee
- T. Valente, Council Representative
- B. Yadegari, Student Advisory Trustee

Staff members

- D. Hutchison Koep, Chief Librarian
- L. Wright, Recording Secretary
- K. Lucas, Systems Coordinator

Absent

- M. Liddle, Manager of Operations
- S. Tarcea, Manager of Public Services

The meeting was called to order at 6:02 pm and opened with a territorial acknowledgment by Trustee A. Hazfi. The opening circle was facilitated by Trustee E. Luptakova.

Trustee R. Jamal and Trustee E. Luptakova joined the meeting at 6:05 p.m.

Trustee B. Harvey welcomed Larry Sawrenko, the City's Chief Financial Officer to co-present a workshop on Financial Oversight & Budget Development (Item 11) and Kate Longley, Teen Services Librarian to talk about new library collections (Item 23).

Adoption of minutes

1. Minutes of the February 23, 2023 Board meeting

Moved by Trustee J. Linsangan, seconded by Trustee S. Bolton

THAT the minutes of the February 23, 2023 Library Board meeting be adopted.

CARRIED UNANIMOUSLY

- a. Business arising from the February 23, 2023 Board meeting

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

Consent agenda items (2 through 9)

2. February 2023 Chief Librarian's report
3. March 2023 Chief Librarian's report
4. March 7, 2023 InterLINK meeting summary
5. Committee minutes
 - a. Fundraising Committee (March 29, 2023)
 - b. Advocacy Committee (April 3, 2023)
 - c. Governance Committee (April 3, 2023)
 - d. Finance Committee (April 3, 2023)
6. 2023 Calendar of events
7. Information report to Council – City Library highlights February 2023 & March 2023 program calendar
8. 2022 Year-end survey results
 - a. Public survey results
 - b. Staff engagement survey results
 - c. Partners survey results
9. Employee health & wellness fund policy

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

THAT the consent agenda items 2 through 9 be adopted.

CARRIED UNANIMOUSLY

Correspondence

10. Correspondence
 - a. Letter from Mari Martin, Director, BC Public Libraries Branch
Re: Public Library Grants Award

Trustees directed staff to draft a letter of thanks to be sent to the Minister and the Public Libraries Branch by the Board Chair, on behalf of the Board.

The Board recessed to workshop at 6:12 p.m.

Workshop

11. Financial Oversight & Budget Development (Larry Sawrenko, Chief Financial Officer, CNV)

Chief Financial Officer, L. Sawrenko, and Chief Librarian D. Hutchison Koep presented on financial oversight and budget development.

A question was asked about the projects report and how projects are reflected in the financial statements. Chief Librarian D. Hutchison Koep responded that capital expenditures are reflected in the City's financial statements because the facility is owned by the City. Other projects are managed by the library and appear as special purpose revenues and expenditures in the audited financial statements.

A question was asked if the new provincial grant would be visible in the operating budget. Chief Librarian D. Hutchison Koep responded it will be recorded as a special purpose fund and included in the projects report.

A question was asked how the operating budget is allocated to the various functions of the library. Chief Librarian D. Hutchison Koep responded that the budget is built based on the personnel, materials, supplies and services required to deliver core library services in each functional area.

A question was asked about how best to present the library's budget to Council. Chief Financial Officer L. Sawrenko responded that it may be helpful to bring information to Council about the library's priorities and needs prior to the City's budget process. It is helpful for Council to see the library's budget in context with the larger City budget in order to make comments. A presentation would be for information only.

The Board returned to their regular Board meeting at 7:20 p.m.

Reports

12. Chair

Trustee B. Harvey thanked Trustee R. Jamal for chairing the February meeting, and thanked the trustees who attended the recent volunteer appreciation event.

Trustee B. Harvey attended two sessions at the City on Robert's Rules of Order.

Trustee B. Harvey reported that he was in contact with Kayan Yu from BDO as part of the library's audit process.

a. Meetings with Mayor, MLA

Trustee B. Harvey met with Mayor Buchanan to talk about the library and the City's budget. There is a plan to meet again in the fall.

b. Updated executive committee terms of reference

Moved by Trustee R. Jamal, seconded by Trustee T. Valente

THAT the North Vancouver City Library Board approve the updated executive committee terms of reference.

CARRIED UNANIMOUSLY

13. Chief Librarian

Chief Librarian D. Hutchison Koep informed trustees that a long-standing donor has passed away. Trustees directed staff to find a suitable way for the library to express their gratitude once the information is confirmed.

Chief Librarian D. Hutchison Koep highlighted upcoming events.

14. Councillor

Trustee T. Valente commented that Council's strategic planning is ongoing.

Trustee T. Valente reported that there will be zoning bylaw updates which will include opportunities for public input.

Trustee T. Valente noted the new rental building near Capilano Mall has a significant piece of public space in front, there is a Council code of conduct coming forward, and there are funds for a memorial in commemoration of PS752.

15. Advocacy

Trustee J. Linsangan reported that the advocacy committee is finalizing their draft advocacy plan and hope to present it to the Board in May.

Trustee J. Linsangan informed trustees that the committee will be following up to ask how trustees are doing with their Council partners.

16. Finance

a. Updated committee terms of reference

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

THAT the North Vancouver City Library Board approve the updated finance committee terms of reference as amended.

CARRIED UNANIMOUSLY

b. 2022 Year-end financials

Moved by Trustee S. Bolton, seconded by Trustee A. Hazfi

THAT the North Vancouver City Library Board approve the 2022 year-end financials (unaudited).

CARRIED UNANIMOUSLY

Trustee A. Hazfi commented on the year-end financials and noted the library's total expenditures accounted for 97.24% of total revenues (unaudited). Program expenditures appear over budget because depreciation has been added.

Chief Librarian D. Hutchison Koep provided an explanation of the preliminary surplus and how it can be appropriated for a specific purpose up to a maximum amount.

A question was about the source of "interest income" in the library's revenues. Chief Librarian D. Hutchison Koep responded that the interest is generated on the balance in the library's bank account.

c. 2022 DRAFT audited financial statements

Moved by Trustee T. Valente, seconded by Trustee R. Jamal

THAT the North Vancouver City Library Board approve the draft 2022 audited financial statements as presented.

CARRIED UNANIMOUSLY

Trustee B. Harvey commented that BDO has offered to present the audit to Board in future years if so desired.

17. Fundraising

a. 2023 Third party funding priorities

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

THAT the North Vancouver City Library Board approve the proposed priorities for Third Party funding for 2023.

CARRIED UNANIMOUSLY

Trustees were curious if there is a plan for the Open Door Community Hub funding after July 31. Chief Librarian D. Hutchison Koep responded that staff have submitted a grant application and are awaiting response.

18. Governance

a. Updated committee terms of reference

Moved by Trustee S. Bolton, seconded by Trustee R. Bouchard

THAT the North Vancouver City Library Board approve the updated governance committee terms of reference.

CARRIED UNANIMOUSLY

19. InterLINK

a. COVID recovery funding update

Trustee S. Bolton reported on how InterLINK is using its COVID recovery funding, and highlighted the value of InterLINK for member libraries. Trustee S. Bolton will share links to various training opportunities for trustees enabled through InterLINK.

20. Multicultural Festival Task Force

Trustee A. Hazfi reported that the next meeting will include presentations on recent brainstorming sessions.

21. Student Advisory Trustee

Student Advisory Trustee B. Yadegari highlighted programs, outreach efforts and promotions from the Teen Advisory Council.

22. Trustee reports

No reports.

New business

23. New library collections

K. Longley, Teen Services Librarian, gave a "show and tell" presentation about First Language Kits, which are suitable especially for early years and early elementary.

A CO2 monitor lending kit and a memory care kit were also on display for trustees to explore.

24. 2022 Year End Report

Chief Librarian D. Hutchison Koep presented the 2022 year-end report.

A question was asked if we know if visits are increasing so far this year. Chief Librarian D. Hutchison Koep responded that we will have an assessment at mid-year.

A question was asked how we will know about accessibility needs if community members do not bring issues forward. Librarian D. Hutchison Koep responded that our EDI consultants will provide some insight on this, and we have plans to work with various community partners to assess the facility and services.

A trustee commented on the large number of in-depth research questions asked in 2022. Chief Librarian D. Hutchison Koep clarified that these are one-to-one interactions, typically at information desks, that are focused around research support, readers' advisory, technology assistance or referral and which require a more in-depth conversation with customers.

A question was asked if the total number of partners includes new partners connected with the Open Door Community Hub program. Librarian D. Hutchison Koep responded that she will forward more details by email.

A question was asked what age groups Indigenous programs are targeted to. Librarian D. Hutchison Koep responded that they are for various audiences, and offered to send additional information by email.

Moved by Trustee J. Linsangan, seconded by Trustee S. Bolton

THAT the North Vancouver City Library Board accept the 2022 year-end report.

CARRIED UNANIMOUSLY

25. 2022 Provincial Public Library Grant report

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

THAT the North Vancouver City Library Board receive and approve the 2022 Provincial Public Library Grant report.

CARRIED UNANIMOUSLY

26. New provincial funding

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

THAT the North Vancouver City Library Board endorse the recommended criteria for identifying and prioritizing uses for the provincial one-time enhancement grant, and direct staff to prepare options for Board consideration accordingly.

CARRIED UNANIMOUSLY

27. Friends of the North Vancouver City Library update

Manager of Administrative Services L. Wright provided an overview of the status of Friends of the North Vancouver City Library.

28. Third party contribution: North Shore Writers Festival

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

THAT the North Vancouver City Library Board approve the receipt of funding from the Friends of the North Vancouver City Library and its expenditure as recommended by staff.

CARRIED UNANIMOUSLY

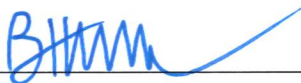
Adjournment

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

THAT the North Vancouver City Library Board meeting be adjourned.


The meeting adjourned at 9:06 p.m.

Brendan Harvey
Board Chair



Date May 25, 2023

Deb Hutchison Koep
Secretary



Date May 25, 2023