

# Minutes of the September 28, 2023 Library Board meeting

OCTOBER 26, 2023 | 6 P.M.

IN PERSON (3RD FLOOR PROGRAM ROOM)

SPECIAL PRESENTATION TO OUTGOING TRUSTEE J. LINSANGAN

Trustee B. Harvey acknowledged and thanked Trustee J. Linsangan for their hard work and dedication to the Library Board for the past two years.

## Attendance

### Board members

- S. Bolton
- R. Bouchard
- B. Harvey
- A. Hazfi
- R. Jamal (online)
- E. Luptakova
- P. Somji

### Staff members

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

### Absent

- T. Valente, Council Representative

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The meeting was called to order at 5:41 p.m. and opened with a territorial acknowledgment by Trustee R. Bouchard.

## Presentation

Wendy Wright, Co-Chair, BCIA Intellectual Freedom Committee and Chair, CFLA Intellectual Freedom Committee, presented on Intellectual Freedom.

Chief Librarian D. Hutchison Koep noted that the library is in the process of updating their collections and program policies, which will be brought to the Board's October meeting.

The workshop ended at 6:40 p.m.

Trustee B. Harvey welcomed three students attending as interested applicants for the Student Advisory Trustee role.

## Adoption of minutes

1. Minutes of the June 22, 2023 Board meeting

**Moved by Trustee R. Bouchard, seconded by Trustee P. Somji**

**THAT the minutes of the June 22, 2023 Library Board meeting be adopted.**

**CARRIED**

- a. Business arising from the June 22, 2023 Board meeting

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

## Consent agenda items (2 through 11)

2. June 2023 Chief Librarian's report
3. July & August Chief Librarian's report
4. September 2023 program calendar
5. 2023 Calendar of events
6. 2023 Mid-year report
7. Committee minutes
  - a. Governance (June 14, 2023)
  - b. Advocacy (June 23, 2023 & September 7, 2023)
  - c. Shred-it Subcommittee (July 19, 2023 & August 23, 2023)
  - d. Finance (September 20, 2023)
8. Information Report to Council: City Library Highlights – June 2023
9. Information Report to Council: City Library 2024 Priorities
10. City Library 2022 charity return
11. 2023 Board calendar

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

**THAT the consent agenda items 2 through 11 be adopted.**

**CARRIED UNANIMOUSLY**

## Correspondence

12. Correspondence
  - a. Letter from Mari Martin, Director  
Re: Public Library Grants Award Letter 2023 – Enhancement Grant 2

## Reports

### 13. Chair

#### a. September 25 presentation to Council

Trustee B. Harvey commented that the presentation to Council went well and there were a number of positive comments.

#### b. Trustee recruitment & appointment of Trustee Review committee

Trustee B. Harvey commented that there is one trustee vacancy and a trustee review committee must be struck to review and make recommendations about applicants. Trustees R. Bouchard, R. Jamal, and P. Somji were appointed to the review committee.

#### c. Branch services

Trustee B. Harvey commented that the developer for Capilano Mall has engaged a consultant to undertake research on community needs, and library services have been discussed.

#### d. Joint Library Board workshop

Trustee B. Harvey reminded trustees of the upcoming Joint Library Board workshop on inclusive governance.

#### e. Holiday event

Trustee B. Harvey reminded trustees of the holiday event in December.

### 14. Chief Librarian

#### a. Library enhancement grant update

Chief Librarian D. Hutchison Koep confirmed that the second instalment has now been received and staff are considering initiatives that align with two broad buckets: safety, security, health and wellness; and Indigenization and decolonization. Recommendations will be brought for the Board's consideration at the October Board meeting.

#### b. Council strategic plan and CNV corporate business plan

Chief Librarian D. Hutchison Koep reported that City Council has approved a new strategic plan. A next step is to update the document that demonstrates how the library's strategic plan aligns to Council's priorities.

c. City budget process

Chief Librarian D. Hutchison Koep reported that the budget process is underway, and she is waiting to hear more about timing of presentation to Council.

d. BiblioCommons catalogue

K. Lucas, System Coordinator, provided an update on the BiblioCommons catalogue migration and demonstrated key features of the new catalogue.

Trustee R. Jamal left the meeting at 7:18 p.m.

e. Facility project updates

M. Liddle, Manager of Operations, provided an overview of projects that have been completed so far this year, and an update on work in progress.

15. Councillor

No report.

16. Finance Committee

a. Mid-year financial report

Trustee A. Hazfi presented the 2023 mid-year financial report and commented that the library is on target as of mid-year. A year-end forecast will be included with the third quarter report later this fall.

**Moved by Trustee P. Somji, seconded by Trustee E. Luptakova**

**THAT the North Vancouver Library Board adopt the 2023 mid-year financial report as presented.**

**CARRIED UNANIMOUSLY**

17. Advocacy Committee

a. Advocacy plan

Trustee E. Luptakova presented the advocacy plan and described how it was developed. Trustees commented positively on the clarity of the plan.

Trustee B. Harvey confirmed that trustees should communicate with the Advocacy Committee chair or the Board Chair about their advocacy activities.

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

**THAT the North Vancouver Library Board endorse the 2023-2024 advocacy plan as presented.**

**CARRIED UNANIMOUSLY**

18. Fundraising Committee

a. Shred-it event & sponsorship

Trustee R. Bouchard informed trustees that the committee has successfully solicited sponsorship for the event (Coast Capital) as well as donations of pizza (Farina a Legna) and coffee (Andrews on Eighth). Trustees were reminded to mark their calendars for the shredding event on October 14.

b. Donor recognition event

Trustee R. Bouchard reminded trustees about the upcoming donor recognition event.

19. Governance Committee

Trustee R. Bouchard reported that the committee's next meeting is scheduled for October 4 and they will be discussing Board self-evaluation and trustee recruitment.

20. InterLINK

Trustee S. Bolton reported on items discussed at the last meeting and will circulate the meeting minutes for the October Board meeting.

Chief Librarian D. Hutchison Koep confirmed that there was no special library presence at UBCM this year; advocacy for provincial funding has been focused on direct connections with MLAs.

21. Trustee reports

Trustee S. Bolton reported that at the 2022 BCLTA AGM, the requirement for Indigenous people whose traditional territory includes the municipality, including those living on reserves, to be municipal residents in order to serve as a trustee was discussed. Chief Librarian D. Hutchison Koep will follow up with the Ministry for more information and report back.

## **New business**

22. 2024 Proposed Major Initiatives

Chief Librarian D. Hutchison Koep provided an overview of the 2024 proposed major initiatives as context for the library's 2024 budget proposals.



Chief Librarian D. Hutchison Koep confirmed that inflation is impacting our budgets, but additional revenues, particularly from interest, is helping to offset costs.

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

**THAT the North Vancouver City Library Board endorse the 2024 proposed major initiatives.**

**CARRIED**

### 23. 2024 Proposed Budget Submission

Chief Librarian D. Hutchison Koep provided an overview of the 2024 proposed budget submission.

Chief Librarian D. Hutchison Koep clarified that the budget for furniture renewal is based on actuarial estimates of useful life, confirmed by assessment of the condition of furniture in the building.

Chief Librarian D. Hutchison Koep confirmed that some requests are for items that were pulled from the budget in 2023 and now need to be resubmitted.

Chief Librarian D. Hutchison Koep clarified that the 2024 request for wayfinding renewal will cover the costs of an architectural consultant to conduct an assessment and develop a design package. Additional budgets in future years will complete production and installation.

**Moved by Trustee S. Bolton, seconded by Trustee E. Luptakova**

**THAT the North Vancouver City Library Board approve city library's proposed 2024 budget submission.**

**CARRIED UNANIMOUSLY**

### 24. Donation approval: Rita Nash

S. Tarcea, Manager of Public Services, provided an overview of a recent donation from a long-time donor, with funds to be expended in support of Reading Link Challenge and the 2024 Summer Reading Club.

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

**THAT the North Vancouver City Library Board approve the receipt of the Rita Nash donation and its expenditure as recommended by staff.**

**CARRIED UNANIMOUSLY**

**Moved by Trustee A. Hazfi, seconded by Trustee E. Luptakova**

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

**CARRIED UNANIMOUSLY**

The guests were excused from the meeting.

The Board recessed to in-camera at 9 p.m.

The Board returned to their regular session at 9:34 p.m.

## **Adjournment**

**Moved by Trustee S. Bolton, seconded by Trustee E. Luptakova**

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

The meeting adjourned at 9:34 p.m.

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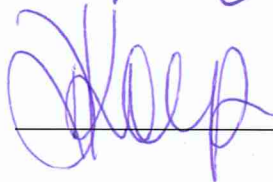
Brendan Harvey  
**Board Chair**



Date

Oct 26, 2023

Deb Hutchison Koep  
**Secretary**



Date

Oct 26, 2023

