

# Minutes of the Nov. 23, 2023 Library Board meeting

JANUARY 25, 2024

IN PERSON (3RD FLOOR PROGRAM ROOM)

## Attendance

### Board members

- S. Bolton
- R. Bouchard
- B. Harvey
- A. Hazfi
- R. Jamal
- E. Luptakova
- P. Somji
- T. Valente
- Z. Spenta

### Staff members

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

### Absent

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The meeting was called to order at 6 p.m. and opened with a territorial acknowledgment by Trustee T. Valente. The opening circle was facilitated by Trustee S. Bolton.

A. Hazfi joined the meeting at 6:02 p.m.

## Adoption of minutes

1. Minutes of the October 26, 2023 Board meeting

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

**THAT the minutes of the October 26, 2023 Library Board meeting be adopted as amended.**

**CARRIED**

- a. Business arising from the October 26, 2023 Board meeting

## Consent agenda items (2 through 6)

2. October 2023 Chief Librarian's report
3. November 2023 program calendar
4. 2023 Calendar of events
5. Committee minutes
  - a. Fundraising – October 25, 2023
  - b. Governance – November 8, 2023
  - c. Finance – November 16, 2023 (DRAFT)
6. City Library highlights – September & October

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

**THAT the consent agenda items 2 through 6 be adopted.**

**CARRIED UNANIMOUSLY**

## Correspondence

7. Correspondence
  - a. Letter to Z. Spenta re: Student Advisory Trustee position
  - b. Letter from BDO Canada LLP re: auditor engagement agreement

## Reports

8. Chair

Trustee B. Harvey informed the Board that Trustee S. Bolton will be moving out of the City at the end of the year and therefore will be ineligible to renew for another term. Trustee B. Harvey thanked Trustee S. Bolton for her service.

- a. Nominations committee

Trustees E. Luptakova and S. Somji volunteered for the nominations committee.

- b. Chief Librarian evaluation

Trustee B. Harvey reminded trustees and senior staff to complete the Chief Librarian's evaluation survey by Dec. 5, 2023.

- c. 2024 draft proposed Board meeting dates

Trustee B. Harvey informed trustees of the likelihood of a summer meeting due to strategic planning and reviewed proposed adjustments to March and April meeting dates to work around Spring Break and the BCLA Conference.

9. Chief Librarian

a. Collection development and management policy

Acquisitions and Collections Librarian W. Zicha provided an overview of the collection development and management policy and answered questions from trustees.

In response to questions about challenges from the public at our library, Chief Librarian D. Hutchison Koep noted that most questions are successfully dealt with through a conversation with staff, and only a very small number of formal challenges have been filed in recent years.

b. Public programming policy

Manager of Public Services S. Tarcea provided an overview of the public programming policy, and confirmed it applies to library programs not private meeting room bookings, which are addressed through the meeting room policy.

c. Centennial celebration update

Communications Coordinator A. Saxton provided an update on the 2024 Centennial celebration and indicated that updates about planned activities and events will be included in upcoming Chief Librarian reports.

A. Saxton noted that MONOVA is assisting with research.

d. COVID Relief & Recovery Fund progress report

Chief Librarian D. Hutchison Koep provided an update on projects funded through the one-time COVID relief & recovery grant that was received in mid-2022, and outlined recommendations for adjustments to planned projects and budgets.

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

**THAT the North Vancouver City Library Board approve the revised allocation of the COVID-19 Relief and Recovery grant.**

**CARRIED UNANIMOUSLY**

## 10. Councillor

Trustee T. Valente commented on the Harry Jerome Community Recreation Centre and Silver Harbour project update.

Trustee T. Valente informed trustees that the Council Code of Conduct has been referred back to staff to incorporate proposed revisions.

Trustee T. Valente commented that he and Councillor J. McIlroy put forward a Notice of Motion relating to Council's mobility strategy which would support enforcement that reduces dangerous behaviour and prioritizes protection for vulnerable road users.

Trustee T. Valente noted a recent Notice of Motion to reduce barriers to public office was split and partially endorsed by Council.

## 11. Governance Committee

### a. Board self-evaluation results & priorities for 2024

Trustee R. Jamal reported on the results of the Board self-evaluation and outlined the committee's recommendations for 2024.

Trustees discussed comments around workload and diversity. Trustees commented about why individuals volunteer their time to be on the Board and spoke to the challenges of longer meetings at the end of a long day. Trustees acknowledged the need to hear diverse opinions and agreed that they could be in agreement without forcing a difference of opinion, as long as there was space for dissent.

A comment was made that more information items could potentially be moved to the consent agenda.

Trustee R. Jamal encouraged trustees to reach out to the governance committee if they have further comments.

## 12. Trustee Review Committee

### a. Trustee recruitment update

Trustee R. Jamal noted the information session was successful, the Library Board has received eight eligible applications, and the committee has identified recommendations for two new trustees.

The Trustee Review Committee will draft a letter for the Board Chair to send to Trustee T. Valente to share with Council during their committee appointment deliberations.



Trustee R. Jamal left the meeting at 7:20 p.m.

13. Finance Committee

- a. Financial report for the period ending September 30, 2023

Trustee A. Hazfi reported on the 3<sup>rd</sup> quarter financials and thanked staff for the improvements to the presentation of projects, especially those that span multiple years.

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

**THAT the North Vancouver City Library Board adopt the 2023 3<sup>rd</sup> quarter financial report as presented.**

**CARRIED UNANIMOUSLY**

14. Fundraising Committee

- a. Donor recognition event

Trustee R. Bouchard commented on a successful donor recognition evening.

Chief Librarian D. Hutchison Koep noted that several recent donations were tied to the event.

- b. Shred-it fundraiser

Trustee R. Bouchard commented on the Shred-it fundraiser recommendations.

Trustee S. Bolton reported that Coast Capital Savings is interested in sponsoring the event again in future and would like us to reach out to them in early 2024.

15. Student Advisory Trustee

Student Advisory Trustee Z. Spenta commented on recent university information session for teens, with upwards of 40 youth on the waitlist, which speaks to the needs and wants of young people.

Trustee R. Bouchard commented positively on the recent teen writing contest.

16. Trustee reports

Trustee S. Bolton informed trustees of a recent presentation by Vancouver Public Library's Chief Librarian on digital resources, which she found informative. Trustee S. Bolton has requested InterLINK prepare speaking notes for trustees to help them advocate for change to copyright laws for digital formats.

## New business

### 17. 2024 Fees and charges

Manager of Operations, M. Liddle presented the 2024 fees and charges and noted that there are no changes from 2023.

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

**THAT the North Vancouver City Library Board approve fees and charges as presented, effective January 1, 2024.**

**CARRIED UNANIMOUSLY**

### 18. 2024 Library closed dates

Manager of Operations, M. Liddle presented the 2024 library closed dates, including a one-day closure on May 1 for all-staff development.

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

**THAT the North Vancouver City Library Board approve the 2024 Library closed dates as presented.**

**CARRIED UNANIMOUSLY**

### 19. Vancouver Foundation / Kitty Heller Memorial Fund

Manager of Public Services S. Tarcea described a recent donation from the Vancouver Foundation and recommended expenditures on science fiction and fantasy collections, plus two years of library small grants.

**Moved by Trustee T. Valente, seconded by Trustee P. Somji**

**THAT the North Vancouver City Library Board approve the receipt of the Kitty Heller Memorial Fund donation, and its expenditure as recommended by staff.**

**CARRIED UNANIMOUSLY**

### 20. Inclusive Governance workshop debrief

Trustees discussed the recent joint North Shore library boards' workshop and commented that there are likely barriers for members of our community to be a part of the Board, but the Board does not have specific data about them.

Trustees commented that Board meetings can feel intimidating, and discussed ideas such as implementing a mentor program, inviting prospective trustees to observe meetings, livestreaming the Board meeting, and offering a program about what it is like being on a Board.

Trustees agreed to continue the discussion at a future meeting.

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

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

**CARRIED UNANIMOUSLY**

Student Advisory Trustee Z. Spenta and Communications Coordinator A. Saxton were excused from the meeting.

The Board recessed to in-camera at 8:00 p.m.

The Board returned to their regular session at 8:25 p.m. with the same personnel present.

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

**THAT the terms of the Memorandum of Agreement and the Letter of Understanding (dated November 14, 2023), covering the terms of the 2022-2024 Collective Agreement between the North Vancouver City Library Board and the Canadian Union of Public Employees, Local 389, be approved, subject to the approval of CUPE Local 389;**

**THAT the Chief Librarian be authorized to execute the necessary documentation;**

**AND THAT the report of the Chief Librarian, dated November 23, 2023, entitled "Confidential report: Collective Agreement negotiations with CUPE 389", remain in the closed session.**

**CARRIED UNANIMOUSLY**

## **Adjournment**

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

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

The meeting adjourned at 8:26 p.m.

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Brendan Harvey  
**Board Chair**



Date Jan 25, 2024

Deb Hutchison Koep  
**Secretary**



Date Jan 25, 2024