



REGULAR MEETING of the NVDPL BOARD

THURSDAY, FEBRUARY 27, 2025 – 6:00 PM

In person, Lynn Valley Library

MINUTES

ATTENDEES

LIBRARY BOARD

James Mitchell – Board Chair
Barb Lawrie – Board Vice-Chair
Shiva Badiie - Trustee
Gerald Baier – Trustee
Deb Blaney - Trustee
Valerie Dong – Trustee
Kulvir Mann – Trustee
Cyril Lopez - Trustee
Herman Mah – Council Representative

LIBRARY STAFF

Jacqueline van Dyk – Library Director
Suzanne Hendriks – Executive Assistant
Meghan Crowe – Communications/Events Coordinator
Jill Klaponski – Manager, Collections Services

GUESTS

Leigh Anne Palmer, Executive Director, InterLINK

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:14 PM

2. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the Agenda.

MOVED by Barb Lawrie and SECONDED by Shiva Badiie

THAT the Agenda for the February 27, 2025 Meeting of the Board be approved. (25-02-01)

MOTION CARRIED

3. REPORTS

- 3.1 **Chair's Report** – Board Chair will be representing the Library for the opening of Lynn Creek in early April.
- 3.2 **Director's Report** – Director informed the Board that Lynn Creek has now soft-opened. Parkgate renos still ongoing and now moving into phase 3, which includes closing access to the 2nd floor and will require a 1/2 day closure. BCLA Conference happening in May, NVDPL are feature speakers at the event – pocket library, & North Shore Emergency/Squamish Ocean Canoe Family will. Query if sign at Lynn Creek has been updated to show 'Library Kiosk'. Director responded that this change was made.

MOVED by Kulvir Mann and SECONDED by Cyril Lopez

THAT the reports be received by the Board. (25-02-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Inaugural Minutes of the Board – January 23, 2025

4.2 Reports

- 4.2.1 Media Report** – Query on CBC news article about the 3D printer. Query around the monthly stats and the 'X' numbers versus Instagram numbers.
- 4.2.2 Board Action Items**
- 4.2.3 2025 Board Work Plan**
- 4.2.4 Provincial Libraries Grant Report**

MOVED by Barb Lawrie and SECONDED by Valerie Dong

THAT the Consent Agenda be adopted, and the Reports contained therein be received for information;

AND THAT the Minutes of the regular meeting of the Board – January 23, 2025 be approved and amended as discussed. (25-02-03)

MOTION CARRIED

5. PRESENTATION – InterLINK – The Director introduced Leigh Anne Palmer (LAP), Executive Director, InterLINK. Libraries are often siloed – funded & governed by local municipalities. Users are not. InterLINK helps to bridge those gaps. LAP describes the structure of InterLINK, collaboration. Mentioned trustees training which are available for 1 more year – Indigenous & Diversity. Boundaries for library staff, one for managers & one for staff – smaller setting so people can test out scenarios. Collaborative Services – accessible services audits. Resource sharing – cost savings for borrowing a book. Query about how many books/types of books are fiction. Query on how the books are sorted. Role InterLINK plays within the public library – connecting to other sector organizations to connect all public libraries within the province. Coming this year – governance review, accessibility, virtual programming, investing in the organization (new website). What InterLINK does is what Libraries need them to do.

*<<Herman Mah left the meeting 6:50 pm>>
<<Leigh Anne Palmer left at 6:56 pm>>*

MOVED by Barb Lawrie and SECONDED by Cyril Lopez

THAT the InterLINK report be received by the Board for information. (25-02-04)

MOTION CARRIED

6. BOARD MOTIONS/DISCUSSIONS

6.1 2024-2027 Strategic Plan Update – Director of Library Services presented an update of the progress of the Strategic Plan. The Director noted that 2024 was a big year, as it was the start of a new strategic plan for NVDPL. Under the strategic priority 'Connect', some key initiatives and achievements were: the e-cargo bike lending pilot, accessibility and inclusive workplace staff training, community outreach, cultural safety workshops with Squamish Nation, and North Shore digital libraries initiatives. Noted a general increase in circulation stats. Under the strategic priority 'Share', some key initiatives and achievements were: the Summer Reading Club had the highest registrations since 2019, Indigenous and inter-cultural learning programs, refreshing, revitalizing and adapting our spaces and refreshing our

digital infrastructure with the ILS Digital platform. Programming numbers decreased due to closures of branches with renovations. Under the strategic priority 'Inspire', some key initiatives and achievements were: Storylab's user increase, especially following the launch of the 3D printer, and an increase of staff engagement as captured on our annual staff survey. Query around KPI targets. Suggestion for some KPIs to have a stable target, rather than an up/down trend. Director noted that management tracks more KPIs for operational oversight than are included in the strategic plan KPIs.

MOVED by Valerie Dong and SECONDED by Shiva Badee

THAT the Board receive the 2024-2027 NVDPL Strategic Plan report for information. (25-02-05)

MOTION CARRIED

6.2 2025 Director's Work Plan – no comments or queries on this item.

MOVED by Kulvir Mann and SECONDED by Deb Blaney

THAT the Board supports the 2025 Director Work Plan of the Library Director. (25-02-06)

MOTION CARRIED

6.3 Requests for Reconsideration of Library Materials 2024 – The Director of Library Services introduced Jill Klaponski (JK), Manager of Collections Services who gave an overview of the annual Request for Reconsideration report. Query around the book that was removed from the collection. JK clarified that was due to the condition & lack of circulations. Query from Chair on the current policy on this matter. All agreed the policy would be added to the next governance committee meeting agenda to determine if further updates should be made. No further comments or queries on this item.

MOVED by Barb Lawrie and SECONDED by Gerald Baier

THAT the Board receive the report on Requests for Reconsideration of Library Materials 2024 for information. (25-02-07)

MOTION CARRIED

6.4 Annual Review B-OHS-03 Positive Workplace Environment: Anti-Bullying and Harassment – no comments or queries on this item.

MOVED by Cyril Lopez and SECONDED by Barb Lawrie

THAT the Board has reviewed Policy B-OHS-03 Positive Workplace Environment: Anti-Bullying and Harassment. (25-02-08)

MOTION CARRIED

7. ADVOCACY

MOVED by Barb Lawrie and SECONDED by James Mitchell

THAT the Board enter into the Advocacy Committee of the Whole. (25-02-9)

MOTION CARRIED

8. STANDING ITEMS

8.1 Updates – Committees: no updates as Committees have not met since last regular Board meeting.

8.1.1 Finance and Audit

8.1.2 Governance

8.1.3 Human Resources

8.1.4 Advocacy

8.2 Updates – Affiliates

8.2.1 InterLINK – no updates

8.2.2 Friends of the Library – AGM took place, next book sale is in May

8.2.3 Council – update moved to next meeting

9. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda.

10. ADJOURN MEETING –7:47 PM

MOVED by Kulvir Mann and SECONDED by Shiva Badiee

THAT the Regular Board Meeting of February 27, 2025 be adjourned. (25-02-10)


Library Board Chair

April 24/2025 MOTION CARRIED
Date


Director, Library Services

April 24/2025
Date