

REGULAR MEETING of the NVDPL BOARD

WEDNESDAY, JUNE 17, 2026 – 6:00 PM

In person, Lynn Valley Library

MINUTES

ATTENDEES

Library Board

Barb Lawrie – Board Chair
Shiva Badiie – Trustee
Gerald Baier – Trustee
Deb Blaney – Trustee
Tyler Elkington – Trustee
Kulvir Mann – Trustee
Lindsay Smilgis – Trustee

Regrets

Cyril Lopez – Board Vice-Chair
Betty Forbes – Council Representative

Library Staff

Jacqueline van Dyk – Library Director
Suzanne Hendriks – Executive Assistant
Meghan Crowe – Communications Manager
Alison Campbell – Manager, Community Connections
Alex Etesami – Manager, Learning, Innovation & Technology
Jill Klaponski – Manager, Collections
Sandi Burgess – Manager, Welcoming Initiatives

Regrets

Daria Hrbacek – Business Manager

1. BOARD CHAIR CALLED MEETING TO ORDER – 5:59 PM

The Board Chair opened the meeting with a land acknowledgment, sharing that our libraries are located on the traditional territories of the Skwxwú7mesh (Squamish), and *salilwataʔ* (Tsleil-Waututh) First Nations. Their ancestors have lived here for countless generations. We are grateful for the opportunity to connect community, share knowledge and inspire stories on unceded Coast Salish Territory.

2. MOTION TO GO IN CAMERA

MOVED by Tyler Elkington and **SECONDED** by Deb Blaney

THAT the Board move into an in camera meeting. (26-06-01)

MOTION CARRIED

3. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the Agenda.

MOVED by Lindsay Smilgis and **SECONDED** by Tyler Elkington

THAT the Agenda for the June 17, 2026 Regular Meeting of the Board be approved. (26-06-02)

MOTION CARRIED

4. REPORTS

- 4.1 Chair's Report** – Board Chair provided an update on the development of a library foundation, noting that a consultant has been secured to facilitate a Board workshop on this topic in September. Chair also noted an upcoming meeting with the (CAO) to discuss expectations related to the foundation initiative. Highlighted the recent Indigenous artist ceremony in the children's department at Lynn Valley, with gratitude to the Skwxwú7mesh (Squamish), and *salilwatał* (Tsleil-Waututh) Nations. Chair also noted 'Librarian for a Day' as part of the Summer Reading Club engagement.
- 4.2 Director's Report** – Director shared that early registration for Summer Reading Club has been strong with over 1,500 children signed up already. An adult summer reading initiative, 'Summer Reading Raves' has been launched for adults across all branches. NVDPL has received three American Library Association (ALA) public relations awards, recognizing the 60th anniversary video, North Shore Writers Festival programming, and related promotional materials. Volunteer & Donor social postponed. Exam invigilation as a new service is being explored. We've joined the NS Poverty Reduction. Update on the Space Needs Assessment, aiming to meet with Council around July.

MOVED by Lindsay Smiglis and SECONDED by Kulvir Mann

THAT the reports be received by the Board. (26-06-03)

MOTION CARRIED

5. CONSENT AGENDA

5.1 Operational Approval

5.1.1 Approval of Regular Minutes of the Board – *April 23, 2026*

5.2 Reports

5.2.1 Media Report

5.2.2 Board Action Items

5.2.3 Board Work Plan

5.2.4 National Day for Truth & Reconciliation – Discussion around this item as the library considers a new practice for this day. Director noted varying practices across libraries, with some remaining open and others closing. The importance of consulting with local Indigenous Nations was emphasized prior to making any decisions. Considerations included balancing public expectations with the library's commitment to Reconciliation and its role in supporting community learning. Trustee noted the focus should be on our relationship with the Nations in the library's journey to reconciliation.

MOVED by Tyler Elkington and SECONDED by Kulvir Mann

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

AND THAT the Minutes of the regular meeting of the Board – April 23, 2026 be approved. (26-06-04)

MOTION CARRIED

6. **PRESENTATION – 2026 Collections Update** – The Director introduced Jill Klaponski (JK), Manager of Collections, who presented an overview of NVDPL collections in 2026. JK outlined key differences between physical and digital materials, noting that physical collections are owned outright, while digital collections are licensed, often at significantly higher costs and with limitations on duration or number of uses. Growth has been exponential in ebooks & audio books, with e-book usage increasing by approximately 53% and e-audio by 119% over the past five years. Digital materials now account for approximately 27% of overall circulation. Despite increased investment, average wait times for digital materials remain high at approximately 63 days, compared to 19 days for physical items. JK explained the complexity of managing digital collections, including various licensing models, cost-per-use considerations, and ongoing evaluation of circulation data to guide purchasing and renewal decisions. Strategies such as cost-per-circulation are used selectively to reduce waitlists for high-demand titles. Patron experience was identified as a key consideration, with many users expecting immediate access to digital materials. Staff are exploring opportunities to provide clearer public information to improve understanding of how digital collections function. Query from trustee around the increase in digital demand and what that means for the libraries' physical spaces. JK responded that while some physical formats, such as DVDs, are declining in use, overall demand for physical collections and library space remains strong. Over time, space vacated by underperforming collections have been reallocated towards seating and community use, while maintaining a balanced and responsive collection. No further comments or queries on this item.

MOVED by Deb Blaney and SECONDED by Lindsay Smiglis

THAT the Library Board receive the Collections Overview presentation for information. (26-06-05)

MOTION CARRIED

7. **BOARD MOTIONS/DISCUSSIONS**

7.1.1 B-OP-10 Public Internet Access & Computer Use, & MG-OP-10.1 Public Internet Usage Limits & Time Out Software – The Director highlighted updates to Policy B-OP-10, including plain language improvements and the introduction of content filters on computers located in children's areas. It was noted that use of computers is managed through existing software systems.

MOVED by Shiva Badiee and SECONDED by Kulvir Mann

THAT the Library Board approve the revised policy B-OP-10 Public Internet Access and Technology Use and endorse the accompanying management guidelines MG-OP-10.1 Public Internet Access and Technology Use. (26-06-06)

MOTION CARRIED

7.1.2 MG-HR-01.11 Acceptable Use of Information & Communication Technology - The Director introduced revisions to the policy, which have been transitioned into a management guideline within the Human Resources suite. Alex Etesami (AE) – Manager, Learning, Innovation & Technology shared the breakdown of the updates, which reflect alignment with District cybersecurity practices, including strengthened requirements related to password security.

MOVED by Tyler Elkington and SECONDED by Lindsay Smiglis

THAT the Library Board rescind B-OP-12 Acceptable Use of Information and Communication Technology.

AND THAT Library Board endorse MG-HR-01.11 Acceptable Use of Information and Communication Technology. (26-06-07)

MOTION CARRIED

7.1.3 B-OP-02 Patron Feedback & Concerns, B-OP-24 Public Relations and Media Relations, & MG-HR-01.8 Social Media – Director introduced Meghan Crowe (MC) – Communications Manager to share changes to these two policies and one guideline. Key updates include improved clarity through plain language, clearer delineation of roles and responsibilities, and structural changes separating public-facing guidelines from staff-related content.

MOVED by Kulvir Mann and SECONDED by Tyler Elkington

THAT the proposed amendments to policies B-OP-02 Community Feedback and B-OP-24 Public Communication and Media Relations be approved and adopted by the Board,

AND THAT adjustments to guidelines MG-OP-06.4 Public Social Media Terms of Use and MG-HR-01.8 Staff Use of Social Media be endorsed by the Board. (26-06-08)

MOTION CARRIED

7.1.4 B-OP-23 Green Buildings – The Director advised that Policy B-OP-23 Green Buildings is now redundant due to the inclusion of sustainability provisions within a broader District purchasing policy.

MOVED by Tyler Elkington and SECONDED by Shiva Badiee

THAT the Policy B-OP-23 Green Buildings be rescinded by the Board. (26-06-09)

MOTION CARRIED

8. ADVOCACY

MOVED by Kulvir Mann and SECONDED by Tyler Elkington

THAT the Board enter into the Advocacy Committee of the Whole. (26-06-10)

MOTION CARRIED

9. STANDING ITEMS

8.1 Updates – Committees

9.1.1 Finance and Audit – no updates

8.1.2 Governance – no updates

8.1.3 Human Resources – no updates

8.1.4 Advocacy – no updates

8.2 Updates – Affiliates

8.2.1 InterLINK – At the Board meeting in April, the Governance and Finance committees were not established. Governance changes, including a transition toward a nine-member board structure by 2027 and a revised annual general meeting model are underway. Board communication processes are expected to become more centralized.

8.2.2 Friends of the Library – reported a successful book sale, raising approximately \$6,800. The organization currently has a vacancy for a President and is seeking community interest.

8.2.3 Council – no updates

10. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda.

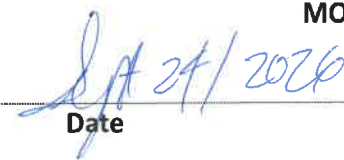
11. ADJOURN MEETING –7:50 PM

MOVED by Deb Blaney and **SECONDED** by Tyler Elkington

THAT the Regular Board Meeting of June 17, 2026 be adjourned. (26-06-11)

MOTION CARRIED


Library Board Chair


Date


Director, Library Services


Date

