

REGULAR MEETING of the NVDPL BOARD

THURSDAY, NOVEMBER 27, 2025 – 6:00 PM

In person, Lynn Valley Branch

MINUTES

ATTENDEES

Library Board

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

Regrets

Kulvir Mann – Trustee
Gerald Baier – Trustee

Library Staff

Jacqueline van Dyk – Library Director
Suzanne Hendriks - Executive Assistant
Meghan Crowe – Communications/Events Coordinator
Daria Hrbacek – Business Manager

Guests

Rick Danyluk – General Manager, Finance and CFO, DNV

1. BOARD CHAIR CALLED MEETING TO ORDER – TIME 6:11 PM

Our libraries are located on the traditional territories of the Skwxwú7mesh (Squamish), and səliłwətaʔt/Selilwitulh (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. ADOPTION OF AGENDA

MOVED Barb Lawrie and **SECONDED** by Cyril Lopez

THAT the Agenda for the November 27, 2025 Meeting of the Board be approved. (25-11-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report – Board Chair acknowledged this being his last meeting after seven years, in addition to trustee Valerie Dong who has served on the Board for eight years.

3.2 Director's Report –

The Director of Library Services provided an update on the Facilities Master Plan, noting that its completion has been delayed but is now scheduled for early 2026. The Director announced the official appointment of two new trustees to the Board and highlighted their respective strengths and contributions. A recent safety incident was reported, during which staff demonstrated strong teamwork and effectively managed the situation. Additionally, the Director shared plans to bring

the film *The Librarians*—which explores issues of censorship in U.S. libraries—to the North Shore for a public screening. Further details will be provided as arrangements progress.

MOVED by Valerie Dong and SECONDED by Shiva Badiee

THAT the reports be received by the Board. (25-11-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – *September 25, 2025*

4.2. Reports

- 4.2.1** Media Report
- 4.2.2** Board Action Items
- 4.2.3** Board Work Plan
- 4.2.4** Q3 2025 Director Quarterly Report
- 4.2.5** Q3 2025 Library Operations Report
- 4.2.6** Q3 Report on Financial Operations
- 4.2.7** KPMG Audit Planning Report

4.3. Correspondence

4.3.1 Congratulatory Letter to Squamish Nation Council

Council Representative asked to pull item 4.2.4 Q3 2025 Director Quarterly Report for discussion

MOVED by Barb and SECONDED by Shiva

MOTION: 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 – September 25, 2025 be approved.
(25-11-03)

MOTION CARRIED

5. BOARD MOTIONS/DISCUSSIONS

5.1 2026 Budget Review and Feedback – Cyril Lopez, Finance & Audit Committee Chair started by reviewing the 2025 Q3 Financial Operations report and concluding that overall, the draft 2026 budget remains consistent with the previous year, although the FAC Chair noted a reduction of \$203K for 2026. The Director provided an overview of the areas impacted by the cuts. Trustee asked if donations are included in the budget. The FAC Chair explained the process for handling donations, with the Director adding examples of how donations are allocated. The Board Chair asked if memberships could contribute to revenue; the Director responded that the impact would be minimal. FAC Chair noted that \$8.9M will be the operating budget amount for next year. FAC Chair asked Rick Danyluk (RD), General Manager, Finance and CFO, DNV to confirm that the number for the budget for 2026 would be \$8.9M, remain unchanged and that any adjustments would be cosmetic, without affecting the final amount presented to the Board in January 2026. The FAC Chair emphasized that any changes should only result in an increase to the budget. RD confirmed this. Additionally, the FAC Chair noted the intention to

allocate the Board surplus toward strategic initiatives. A trustee asked whether the current year's cuts would continue into the next year; RD confirmed that they would. The Board Chair asked if inflation was factored into future budgets, and RD affirmed that it was, noting that several variables influence the percentage applied. RD also commented that gradual, incremental adjustments are preferable when implementing budget reductions. The FAC Chair concluded by stating that the Board had reviewed the forecast against the budget, acknowledging some line-item differences but agreeing on the overall bottom line. The Chair expressed appreciation to District staff for their support in preparing the Library's budget.

<<Rick Danyluk left 6:51 pm>>

MOVED by Cyril Lopez and SECONDED by Herman Mah

THAT the NVDPL Board receive the DRAFT 2026 Budget for information and feedback. (25-11-04)

MOTION CARRIED

5.2 Human Resources Policies – Deb Blaney (DB), Human Resources Committee Chair, reviewed the policies and guidelines. Query from trustee on B-HR-09 & BG-HR-09 Appointment of Director of Library Services and if discussion of this item should be in-camera. HR Chair clarified that these support the process for hiring a position, and not specifically the person and therefore stays in the regular meeting. Trustee noted they have a differing view on this interpretation. Committee Chair confirmed that DNV HR ensured that these policies were reviewed by legal counsel. The Board Chair noted enhanced wording changes related to the *perception* of conflict of interest. A Trustee inquired whether annual Conflict of Interest training is provided to staff. The Director advised that there is no annual training; however, the policy is provided to all staff prior to employment for review and acknowledgement. The Committee Chair asked how staff are informed of policy updates. The Director explained that once policies are approved by the Board, updates are communicated to staff in a timely manner. Additional questions were raised regarding the clarity of "personal interest" within the policy, with examples and clarifications provided by the Director, Board Chair, and Committee Chair. The Committee Chair then reviewed revisions to B-OHS-02 (Prevention of Violence in the Workplace). The Board Chair asked about confidentiality for individuals involved in incidents. The Committee Chair confirmed that incidents are kept confidential to the fullest extent possible, in accordance with the policy. There were no further questions or comments on this item.

MOVED by Deb Blaney and SECONDED by Barb Lawrie

THAT the proposed amendments to policies B-OHS-02 Prevention of Violence in the Workplace, B-HR-09 and BG-HR-09 Appointment of Director of Library Services, and B-HR-14 and MG-HR-14 Conflict of Interest, be approved and adopted by the Board. (25-11-05)

MOTION CARRIED

5.3 Operations Policy, Memberships – The Director of Library Services provided an overview of the report, noting that some communities do not offer public library services. In such cases, NVDPL offers a non-resident membership for an annual fee. The Director advised that the membership fee amount will be included in annual fee review later next year. A Trustee asked whether members of Indigenous communities receive library access at no cost or are subject to membership fees. The Director responded that library access for Indigenous communities is provincially funded and that local Indigenous residents are issued a regular NVDPL library card, with eligibility determined by residential

address. The Trustee further noted that the District has an existing partnership agreement with the Tsleil-Waututh Nation and is in the process of developing an agreement with the Squamish Nation, and expressed concern that access to library services not become a point of tension in these relationships. The Trustee expressed appreciation that membership access is available to Indigenous Nations. The Director added that anyone with a library card issued in the District is entitled to reciprocal access at public libraries throughout BC. No further comments/queries on this item.

MOVED by Valerie Dong and SECONDED by Barb Lawrie

THAT the Library Board approve the updated edits on policy B-OP-01 Membership. (25-11-06)

MOTION CARRIED

5.4 Operation Policy & Guideline, Surveillance – Daria Hrbacek (DH), Business Manager provided an overview of the report outlining the rationale for the new policy and accompanying guidelines. Questions were raised regarding camera usage, privacy considerations, the role of the Privacy Officer, and who has authorized access to the system. DH confirmed that all information required under FOIPPA would be clearly posted on signage, and noted that authorized access is explicitly outlined in the policy. The Board Chair asked whether the addition of cameras in new locations would require a new management guideline for each location. It was confirmed that is part of the process. Further questions were raised regarding the data log, system access, and permitted reasons for accessing footage. DH confirmed that any request to access the system must be approved through the FOIPPA Head. A Trustee asked about the process if the FOIPPA Head needs to access the log. The Director clarified that access would occur only when absolutely necessary and that the system would not be accessed independently, ensuring appropriate separation of duties.

MOVED by Shiva Badiie and SECONDED by Deb Blaney

THAT the NVDPL Board rescind the MG-OP-11.2 Security Cameras StoryLab management guideline.

AND THAT the NVDPL Board adopt the B-OP-26 Surveillance policy and MG-OP-26.1 StoryLab Camera System and MG-OP-26.2 Parkgate Loading Bay Camera System management guidelines. (25-11-07)

MOTION CARRIED

5.5 B-GOV-05 Trustee Recruitment & Board Schedule 2026 – Board Chair provided an overview of the reason the item was brought forward for discussion. It was noted that several process-related questions had been raised privately with the Board Chair, along with a request to clarify and make adjustments to the policy and associated process. Governance Chair clarified that the policy was developed by the District CAO and is consistently applied across all District committees. Questions were raised regarding the process and alignment with governance best practices. Library Director responded that, in accordance with the policy and the corresponding Board guideline (of the same name and number), recommendations are submitted in a memo to AOC. This memo is reviewed by the Library Governance Committee, after which AOC may amend the recommendations prior to submission to Council. Council then makes the final decision and may further amend the recommendations. Trustee shared additional discussions he conducted with the Mayor, Council, and the Clerk's Office, including an overview of the process used by MONOVA. The Trustee noted that the Clerk advised that the Library may amend the policy provided it does not conflict with AOC. The Trustee further expressed a desire to see changes to the policy that would require full applications to be provided to the Governance Committee and subsequently to the Board, allowing the Board to make recommendations to be included in the memo to AOC. Board Chair noted that the current policy and

process are being followed. Governance Chair responded that as the policy falls under the Governance portfolio, concerns should have been reviewed by the Governance Committee prior to Board consideration. The Governance Chair requested that the item be deferred to the first Governance Committee meeting of 2026 for review and decision. All members agreed. The Board Chair reminded the Board that appointments to the Board are ultimately made by Council and that the memo provided to AOC serves as a recommendation only. No motion was made in relation to this item.

Action: Move item to the first Governance Committee meeting of 2026.

Item 4.2.4 Q3 2025 Director's Quarterly Report was pulled from the Consent Agenda for discussion following a query from a Trustee regarding after-hours events and whether staff overtime is incurred. The Director clarified that staff schedules are adjusted to begin later in the day and that no overtime is required for these events. The Trustee then sought clarification on the meaning of the status "complete & ongoing" in relation to EDI training. The Director explained that foundational training has been completed and that ongoing training will be launched in accordance with the EDI consultant's recommendations. A further question was raised regarding the Library being open on Truth and Reconciliation Day while being closed on Remembrance Day. The Director explained that the Library initially chose to remain open on this new statutory holiday for the purpose of supporting community learning and engagement around the significance of the day. Now that the annual observance day is well established, the Library plans to engage with local Nations to inform the decision for the observance of Truth and Reconciliation Day going forward. No motion for this item.

5.6 Annual Board Survey – Board members completed the annual survey during the meeting. No motion for this item.

<<Herman Mah left at 7:52>>

6. STANDING ITEMS

6.1 Updates – Committees

- 6.1.1 Finance and Audit** – budget
- 6.1.2 Governance** – no updates
- 6.1.2 Human Resources** – no updates
- 6.1.3 Advocacy** – no updates.

6.2 Updates – Affiliates

- 6.2.1 InterLINK** – Board meeting on Tuesday night and they approved the recommended changes to governance. Changes 2027.
- 6.2.2 Friends of the Library** – last week celebrated their 30 years. Will go back to 3 book sales in 2026.
- 6.2.3 Council** – no updates

8. IMPORTANT UPCOMING DATES

Chair noted important upcoming dates on the Agenda.


9. ADJOURN– 8:00 PM.


MOVED by Valerie Dong and SECONDED by Cyril Lopez

THAT the Regular Board Meeting of November 27, 2025 be adjourned to in-camera. (25-11-8)

MOTION CARRIED


Library Board Chair


Date


Director, Library Services


Date