NORTH VANCOUVER DISTRICT
Public Library

Connecting Community. Sharing Knowledge. Inspiring Stories.

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REGULAR MEETING of the NVDPL BOARD

MINUTES

THURSDAY, APRIL 24, 2025 – 6:00 PM
In-person at Lynn Valley Library, 2nd Floor in the Learning Lab

ATTENDEES

Library Board
James Mitchell – Board Chair
Shiva Badiee - Trustee
Gerald Baier – Trustee
Deb Blaney - Trustee
Valerie Dong – Trustee
Cyril Lopez - Trustee
Herman Mah – Council Representative

Regrets
Barb Lawrie – Board Vice-Chair
Kulvir Mann – Trustee

Library Staff
Jacqueline van Dyk – Library Director
Suzanne Hendriks – Executive Assistant
Alison Campbell – Manager, Community Connections
Daria Hrbacek – Business Manager

Guests
Rick Danyluk – GM, Finance and CFO, DNV
Chantelle Nascimento - Founder, Conscious Culture Consulting
Annerieke van Hoek - Partner, Architect AIBC, studioHuB architects ltd.

1. CHAIR CALLED MEETING TO ORDER –6:00 PM

Board Chair acknowledged that our libraries are located on the traditional ancestral and unceded territories of the Sḵwx̱wú7mesh (Squamish), and səl̓ílwətaʔɬ/Selilwitulh (Tsleil-Waututh), First Nations, whose ancestors have lived here for countless generations as thoughtful and caring stewards of these lands and waters. We are grateful for the opportunity to connect community, share knowledge and inspire stories on unceded Coast Salish Territory.

2. ADOPTION OF AGENDA

Chair requested a motion to adopt the amended Agenda.

MOVED by Gerald Baier and SECONDED by Deb Blaney

THAT the Agenda for the April 24, 2025 Meeting of the Board be approved as amended. (25-04-01)

MOTION CARRIED

<<Valerie Dong joined the meeting at 6:08 pm>>

3. REPORTS

3.1 Chair's Report – Library Board Chair met with MLA Lynne Block & MLA Susie Chant. Hoping to have the Minister of Municipal Affairs come to the Library, possibly for a summer reading club event. Buddy system for new trustees to be partnered with someone who has been on the Board for a longer period. Attended the Lynn Creek opening April 5/25.

3.2 Director's Report – Library Director shared that Parkgate was closed today for the installation of the automatic sliding doors. Live-casts of TED talks taking place in the Lynn Valley branch. BCLA Conference May 7-9 in Nanaimo, NVDPL presenting two sessions.

MOVED by Valerie Dong and SECONDED by Gerald Baier

THAT the reports be received by the Board. (25-04-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – *February 27, 2025*

4.2 Reports

4.2.1 Media Report
4.2.2 Board Action Items
4.2.3 Board Work Plan
4.2.4 Q1 2025 Director Quarterly Report
4.2.5 Q1 2025 Library Operations Quarterly Report
4.2.6 Risk Management Annual Report

4.3 Correspondence

4.3.1 U.S. Tariff Consultations - North Vancouver District Public Library

MOVED by Shiva Badiee and SECONDED by Gerald Baier

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

AND THAT the Library Board receive the Risk Management Annual Report for information.

AND THAT the Minutes of the regular meeting of the Board – February 27, 2025 be approved; (25-04-03)

MOTION CARRIED

5. EDI ENGAGEMENT SESSION

5.1 EDI Engagement Session with Conscious Culture – Chantelle Nascimento (CN) - Founder, Conscious Culture Consulting, gave an overview of the current stage of the EDI audit, including assessing NVDPL's strengths, weaknesses and next steps. CN asked the Board if there was anything that stands out to them, that this is becoming a more inclusive place. Trustee query if staff have concerns of public-facing or their workplace. CN responded that staff really want to be an inclusive place for the community. Trustee query around inclusivity of accessibility for staff. CN confirm that would be one of the questions. Trustee asked how we show progress. CN responded that in two years time would be a good goal to do the survey again. Trustee asked if there is any benchmarking. CN responded that the survey results will establish a benchmark. Discussion regarding next steps.

MOVED by Shiva Badiee and SECONDED by Deb Blaney

THAT the Library Board receive the EDI Audit update for information. (25-04-04)

7.3 2024 Annual Report Content Outline – The Director of Library Services provided an overview. No major changes from the previous report outline.

MOVED by Shiva Badiee and SECONDED by Deb Blaney

THAT the Board endorses the draft content outline and general concept of the 2024 annual report, to be designed, printed and distributed May—July of 2025. (25-04-08)

MOTION CARRIED

7.4 North Shore Community Foundation Bequest Investment – Board discussed the Committee's recommendation.

MOVED by Cyril Lopez and SECONDED by Gerald Baier

THAT the NVDPL Board directs staff to invest into the NVDPL Endowment Fund the donation received from the Estate of Liberia Marcuzzi in the amount of $67,174.87, held with the Fund's managing body, the North Shore Community Foundation, and with the intention to create an annual "creator in residence" opportunity to enhance library programming in honour and recognition of Liberia Marcuzzi, once the revenue from the endowment fund becomes sufficient for such a program. (25-04-09)

MOTION CARRIED

7.5 Policy Review – B-OP-17 Meeting Rooms – Manager, Community Connections, summarized recommended changes to policy, including addition of an intellectual freedom statement.

MOVED by Valerie Dong SECONDED by Deb Blaney

THAT the Board has reviewed and approved amendments to Policy B-OP-17 Meeting Rooms. (25-04-10)

MOTION CARRIED

8. STANDING ITEMS

8.1. Updates – Committees

1. Finance and Audit – *met April 17, 2025* – TOR & annual grants review, rest was brought forward to the Board at this meeting.
2. Governance – *met March 20, 2025 – Policy & Trustee Engagement table at the Friends of the Library*
3. Human Resources – *met March 19, 2025* – TOR, actions items from 2024 & 2025 work plan and policies & guidelines
4. Advocacy – *next meeting June 26, 2025 – no updates at this time.*

8.2 Updates – Affiliates

1. InterLINK – no report at this time.
2. Friends of the Library – Booksale coming up May 9-11, May 10, Val, Shiva, Gerry, James
3. Council – Financial plan was approved. OCP review by end of 2025. Council continues to work on supporting the unhoused.

MOTION CARRIED

6. FACILITIES MASTER PLAN UPDATE

6.1 Facilities Master Plan Update with StudioHuB – The Director of Library Services introduced Annerieke van Hoek (AvH) - Partner, Architect AIBC, studioHuB architects ltd. AvH gave an overview of the current status of the project. 70-90% of future growth will happen in the current town centres. Anticipated growth will exceed 25%. Gives a sliding scale of what/how the library can support the increasing population. Accessibility requirements will drive need for increasing spaces to make our facilities more accessible. Query around demand – how do we incorporate demand – will it be constant? AvH confirmed that will be in the report. We need more space. It's not enough for our libraries to stay at the 0.76/capita. Query from Chair if the amount of money coming in will support, will tax revenue grow with population. Rick Danyluk (RD) – GM, Finance and CFO, DNV responded that is taken into account. Discussion ensued regarding ensuring library square footage per capita standards as population grows.

MOVED by Valerie Dong and SECONDED by Shiva Badiee

THAT the Library Board receive the Facilities Master Plan update for information. (25-04-05)

MOTION CARRIED

7. BOARD MOTIONS/DISCUSSIONS

7.1 2024 Draft Audited Financial Statements & Financial Statement Analysis – FAC reviewed on April 17, 2025. FAC Chair provided an overview of the statements to the Board. The opinion of the audit by KPMG is that it's a clean audit. FAC Chair reviewed the responsibilities of the Board, Management etc. Based on the review, the FAC is confident in the report for recommendation to the Board for approval. FAC Chair reminded trustees that any member of the Board can contact the auditors directly. FAC Chair thanked the DNV Finance team for their continued support and for the detailed analysis report that was provided to the Board. No questions from Trustees were noted.

MOVED by Cyril Lopez and SECONDED by Gerald Baier

THAT the NVDPL Draft Audited Financial Statements for year ending December 31, 2024 be approved by the Board;

AND THAT the 2024 NVDPL Draft Audited Financial Statements Analysis report be received for information. (25-04-06)

7.2 2024 Statement of Financial Information (SOFI) – FAC reviewed on April 17, 2025. FAC Chair provided an overview of the SOFI to the Board. FAC Chair thanked the DNV Finance team for their continued support. No questions on this item.

MOVED by Cyril Lopez and SECONDED by Valerie Dong

THAT the NVDPL 2024 Statement of Financial Information (SOFI) be approved by the Board. (25-04-07)

MOTION CARRIED

9. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda.

10. ADJOURN MEETING –7:45 PM

MOVED by Valerie Dong and SECONDED Gerald Baier

THAT the Regular Board Meeting of April 24, 2025 be adjourned. (24-04-11)

MOTION CARRIED

June 26 2025

Library Board Chair **Date**

26 June 2025

Director, Library Services **Date**