

REGULAR MEETING of the NVDPL BOARD

THURSDAY, SEPTEMBER 25, 2025 – 6:00 PM

In person

AGENDA

ATTENDEES

Library Board

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

Regrets

Herman Mah – Council Representative

Library Staff

Jacqueline van Dyk – Library Director
Suzanne Hendriks – Executive Assistant
Meghan Crowe – Communications/Events Coordinator
Sandi Burgess – Manager, Welcoming Initiatives
Jill Klaponski – Manager, Collections
Daria Hrbacek – Business Manager

Guests

Chantelle Nascimento – Founder, Conscious Culture Consulting

5:30 PM	0.	DINNER SERVED	
6:00 PM	1.	CALL MEETING TO ORDER – BOARD CHAIR	
6:01 PM	2.	ADOPTION OF AGENDA	
6:02 PM	3.	PRESENTATION	
		1. Conscious Culture Update	(verbal)
6:17 PM	4.	REPORTS	
		1. Chair's Report	(verbal)
		2. Director's Report	(verbal)
6:25 PM	5.	CONSENT AGENDA	
		1. Operational Approval	
		1. Approval of Regular Minutes of the Board – June 26, 2025	(att 5.1.1)
		2. Reports	
		1. Media Report	(att 5.2.1)
		2. Board Action Items	(att 5.2.2)
		3. Board Work Plan	(att 5.2.3)
		4. Q2 2025 Director Quarterly Report	(att 5.2.4)
		5. Q2 2025 Library Operations Quarterly Report	(att 5.2.5)

6. Q1 Report on Financial Operations (att 5.2.6)
7. Q2 Report on Financial Operations (att 5.2.7)

3. Correspondence

1. Public Library Provincial Grant Award Letter (att 5.3.1)
2. Response from Minister Ravi Kahlon (att 5.3.2)
3. Congratulatory Letter Chief Justin Sky George (att 5.3.3)
4. Congratulatory Letter Minister Christine Boyle (att 5.3.4)
5. InterLINK Net Provision Letter (att 5.3.5)

6:30 PM

6. BOARD MOTIONS/DISCUSSIONS

1. Finance Policy Review (att 6.1)

- I. B-FIN-12 Finance Procurement, Purchasing, & Payment Approval
- II. MG-FIN-12.1 Procurement: Library Collection Materials and Resources
- III. MG-FIN-12.2 Procurement: Other than Library Collection Material and Resources
- IV. MG-FIN-12.7 Petty Cash

2. Operational Policy Review – User Fees (att 6.2)

- I. B-OP-13 User Fees
- II. MG-OP-13 User Fees
- III. B-OP-13 Appendix A Fees and Charges

3. Operational Policy Review – Community Information (att 6.3)

- I. B-OP-08 Community Information
- II. MG-OP-08.1 Distribution and Posting of Free Material
- III. MG-OP-08.2 Third Party Websites

4. Annual Review of Library Closure Dates for 2026 (att 6.4)

5. Budget Update 2026 (verbal)

6. Patron Interaction Update (verbal)

7:00 PM

7. ADVOCACY COMMITTEE OF THE WHOLE (att 7.0)

7:20 PM

8. STANDING ITEMS

1. Updates – Committees

1. Finance and Audit – *met July 22, 2025* (att 8.1.1)
2. Governance (verbal)
3. Human Resources (verbal)
4. Advocacy (verbal)

2. Updates – Affiliates

1. InterLINK (verbal)
2. Friends of the Library (verbal)
3. Council (verbal)

7:25 PM

9. IMPORTANT UPCOMING DATES

- **Sunday, October 5, 2025**
Deadline for new Trustee applications via the DNV website
- **Thursday, October 16, 2025**
North Shore Library Boards Joint Workshop, Office of NSEM
- **Monday, October 20, 2025 5:00 PM – 6:00 PM**
Board Presentation to Council, Council Chambers, District Hall
- **Thursday, October 23, 2025 – 6:00 PM**
Governance Committee Meeting (virtual)
- **Thursday, November 6, 2025 – 6:00 PM**
Finance & Audit Committee Meeting (virtual)
- **Thursday, November 20, 2025 – 6:00 PM**
HR Committee Meeting (virtual)
- **Thursday, November 27, 2025 – 6:00 PM**
NVDPL Board Meeting
- **Wednesday, December 3, 2025 – 9:00 AM – 1:00 PM**
All Staff Workshop (half-day library closure)
- **Thursday, December 4, 2025 – 6:00 PM**
NVDPL Board Holiday Dinner at Seymour Golf & Country Club

7:30 PM

10. ADJOURN