

REGULAR MEETING of the NVDPL BOARD

THURSDAY, SEPTEMBER 25, 2025 – 6:00 PM

In-person

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
Cyril Lopez - Trustee
Herman Mah – Council Representative
Kulvir Mann – Trustee

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

Guest

Chantelle Nascimento – Founder, Conscious Culture Consulting

1. BOARD CHAIR CALLED MEETING TO ORDER – 6:01 PM

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

2. ADOPTION OF AGENDA

Board Chair requested a motion to adopt the amended Agenda.

MOVED by Barb Lawrie and SECONDED by Kulvir Mann

THAT the amended Agenda for the September 25, 2025 Meeting of the Board be approved. (25-09-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report – Chair shared

3.2 Director's Report – The Director of Library Services

MOVED by Cyril Lopez and SECONDED by Deb Blaney

THAT the reports be received by the Board. (25-09-02)

MOTION CARRIED

4. PRESENTATION Conscious Culture Update - The Director of Library Services introduced Chantelle Nascimento (CN) - Founder, Conscious Culture Consulting, to give an update on the findings and report for DEI, suggested areas of growth and strategies, key takeaways and a suggested roadmap for actions based on staff surveys. No comments or queries on this item.

MOVED by Shiva Badiee and SECONDED by Deb Blaney

THAT the Board receive the Conscious Culture update for information. (25-09-03)

MOTION CARRIED

5. CONSENT AGENDA

5.1 Operational Approval

5.1.1 Approval of Regular Minutes of the Board – *June 26, 2025*

5.2 Reports

5.2.1 Media Report

5.2.2 Board Action Items

5.2.3 Board Work Plan

5.2.4 Q2 2024 Director Quarterly Report

5.2.5 Q2 2024 Library Operations Quarterly Report

5.2.6 Q1 Report on Financial Operations

5.2.7 Q2 Report on Financial Operations

5.3. Correspondence

5.3.1 Public Library Provincial Grant Award Letter

5.3.2 Response from Minister Ravi Kahlon

5.3.3 Congratulatory Letter Chief Justin Sky George

5.3.4 Congratulatory Letter Minister Christine Boyle

5.3.5 InterLINK Net Provision Letter

MOVED by Kulvir Mann and SECONDED by Shiva Badiee

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 – June 26, 2025 be approved. (25-09-04)

MOTION CARRIED

6. BOARD MOTIONS/DISCUSSIONS

6.1 Finance Policy Review – The Chair of the Finance & Audit Committee shared the proposed policy edits with the Board: the use of plain language, threshold adjustments to align with the DNV and efficiencies in operational procedures. No queries on this item.

MOVED by Cyril Lopez and SECONDED by Gerald Baier

THAT the NVDPL Board approve these proposed revisions to policy B-FIN-12 Finance Procurement, Purchasing, & Payment Approval and management guidelines MG-FIN-12.1 Procurement: Library Collection Materials and Resources, MG-FIN-12.2 Procurement: Other than Library Collection Material and Resources and MG-FIN-12.7 Petty Cash. (25-09-05)

MOTION CARRIED

6.2 Operational Policy Review – User Fees – The Director of Library Services introduced Sandi Burgess (SB), Manager of Welcoming Initiatives, who gave an overview of the proposed changes in the policy, management guideline and Appendix A. With this, SB shared an overview of increased and decreased revenue areas based on fees. An area of growth in 2026 will be promoting and marketing meeting room rentals differently. The Board

Chair commented on the prior Board decision to pass the motion of removal of late fines and suggested that if financial pressures were to come down on the library, it could be a consideration to reinstate the late fines. Query from a trustee on whether other North Shore Libraries have reinstated the fees. Chair confirmed no one has reintroduced them since removing fines. It was noted that fines removal is seen as a way to make the library more accessible to our diverse community. Trustee noted that the nature of borrowing has changed and things are more seamless now that there are no late fines. The Director commented further on the rationale and impacts of the removal of fees. Query from trustee if there is historical accounting data we can reference regarding revenue prior to removing late fees. The Director confirmed we have this data, which was last presented to the Board in the business case to remove late fees. No further comments or queries on this item.

MOVED by James Mitchell and SECONDED by Cyril Lopez

THAT the Library Board approve the updated edits on the proposed renamed policy B-OP-13 User Fees, MG-OP-13 User Fees and Appendix A: FEES AND CHARGES. (25-09-06)

MOTION CARRIED

6.3 Operational Policy Review – Community Information The Director of Library Services introduced Jill Klaponski (JK), Manager of Collections, to give the Board an overview of the changes to the policies, which include a plain language lens, consistency in delegation for front-line staff and relevance. Query from Chair about if there is a lot of contention from the community around posters. JK responded there often is and therefore the policy and guideline can help staff navigate decision making around it. Query from trustees what NVRC's policies around this topic. Staff were unable to respond to this query as they are not familiar with that organization's policies. No further comments or questions.

MOVED by Cyril Lopez and SECONDED by Shiva Badiie

THAT the Library Board approve the revised policy B-OP-08 Community Information and accompanying management guidelines MG-OP-08.1 Distribution of Free Materials and MG-OP-08.2 Third Party Websites. (24-09-07)

MOTION CARRIED

6.4 Annual Review of Library Closure Dates for 2026 – Director of Library Services gave an overview of the memo. Query from trustee about how the Library came to the current hours of operation, including being open on Sundays. Director explained that the community survey responses supported the decision making to better serve the community with year-round full-day Sundays and consistent hours. No further questions or comments on this item.

MOVED by Shiva Badiie and SECONDED by Cyril Lopez

THAT the Library Board approve the proposed 2026 closure dates and times;

AND THAT the Board approve two system-wide half day closures of the Library, for all-staff workshops, to be scheduled in May and December 2026, on dates that maximize staff attendance and minimize disruption to the public. (25-09-08)

MOTION CARRIED

6.5 Budget Update 2026 – The Director of Library Services gave an update to the Board on the current landscape of budget for 2026. Library operating budget will be reduced by a target of \$203K. The Director reviewed a number of budget savings that are currently being considered, including the possibility of applying 2025 surplus money to next year's operating budget. Discussion ensued. Regarding the idea of finding savings through closures, trustees agreed that a loss of critical public service, particularly for our most vulnerable

citizens who rely on the library on daily basis, would result in community hardship and false savings. The 2026 budget submission will likely come to the Board for approval at the end of November.

MOVED by Kulvir Mann and SECONDED by Cyril Lopez

THAT the Library Board received the budget update for information. (25-09-09)

MOTION CARRIED

6.6 Patron Interaction Update – Director gave an update to the Board on a recent patron interaction, which highlights the challenges of managing a complex mixture of priorities: managing public spaces which operate as a day shelter for community members, providing a welcoming inclusive environment for all, and ensuring psychological safety of staff. Existing training is in place within the organization, and further training is being pursued. General discussion around the interaction and impacts on patron, staff and community members. No queries on this item.

<< Herman Mah left the meeting at 7:16 pm >>

7. ADVOCACY

MOVED by James Mitchell and SECONDED by Barb Lawrie

THAT the Board enter into the Advocacy Committee of the Whole. (25-09-10)

MOTION CARRIED

8. STANDING ITEMS

8.1 Updates –

- 8.1.1 Finance and Audit** – Met on July 22, 2025. Meet next on November 6, 2025.
- 8.1.2 Governance** – Meet next on October 23, 2025. Joint Board workshop happening Oct 16
- 8.1.3 Human Resources** – Meet next on November 20, 2025.
- 8.1.4 Advocacy** – no updates.

8.2 Updates – Affiliates

- 6.2.1 InterLINK** – Meeting on the 14th. Hired a company to review the efficiency of the Board, will have more to report
- 6.2.2 Friends of the Library** – next book sale Oct 24
- 6.2.3 Council** – was emailed around

9. IMPORTANT UPCOMING DATES

Trustees noted important upcoming date on the Agenda.

10. ADJOURN MEETING – 7:46 PM

MOVED by Cyril Lopez and SECONDED by Gerald Baier

THAT the Regular Board Meeting of September 25, 2025 be adjourned. (25-09-11)

MOTION CARRIED


Library Board Chair


Date


Director, Library Services


Date