REGULAR MEETING of the NVDPL BOARD

MINUTES

THURSDAY, APRIL 23, 2026 – 6:00 PM

In-person at Lynn Valley Library, 2nd Floor in the Learning Lab

ATTENDEES

Library Board

Barb Lawrie – Board Chair
Cyril Lopez – Board Vice-Chair
Shiva Badiee - Trustee
Gerald Baier – Trustee
Deb Blaney - Trustee
Tyler Elkington - Trustee
Kulvir Mann – Trustee
Lindsay Smilgis – Trustee
Betty Forbes – Council Representative

Library Staff

Jacqueline van Dyk – Library Director
Suzanne Hendriks – Executive Assistant
Meghan Crowe – Events & Communications Coordinator
Alison Campbell – Manager, Community Connections
Alex Etesami – Manager, Learning, Innovation & Technology

Guests

Mike Fox – CAO, DNV
Rick Danyluk – GM, Finance and CFO, DNV
Annerieke van Hoek - Partner, Architect AIBC, studioHuB architects ltd.

1. CHAIR CALLED MEETING TO ORDER –6:05 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 Kulvir Mann and SECONDED by Cyril Lopez

THAT the Agenda for the April 23, 2026 Meeting of the Board be approved as amended. (26-04-01)

MOTION CARRIED

3. REPORTS

3.1 Chair's Report – Board Chair gave an update on information gathering for a library foundation. Shared that in the governance meeting, it was agreed that the Board workshop for this year should be set around defining the goals of a foundation – finding a facilitator for this is in process. Board Chair also wished the Board a happy Canada Book Day.

3.2 Director's Report – Library Director shared that the Teen Film festival made the front page of North Shore News paper. Shared the new Summer Reading Club poster. The Director notified the Board of a recent update for they Lynn Valley Days, which will not happen this year due to constraints on resources and FIFA World Cup.

MOVED by Shiva Badiee and SECONDED by Lindsay Smiglis

THAT the reports be received by the Board. (26-04-02)

MOTION CARRIED

4. CONSENT AGENDA

4.1 Operational Approval

4.1.1 Approval of Regular Minutes of the Board – *February 26, 2026*

4.2 Reports

4.2.1 Media Report
4.2.2 Board Action Items
4.2.3 Board Work Plan
4.2.4 Q1 2026 Director Quarterly Report
4.2.5 Q1 2026 Library Operations Quarterly Report
4.2.6 Risk Management Annual Report
4.2.7 Q1 Financial Operations Report

FAC Chair took a moment to highlight the structure of the Q1 report is now presented differently this year in cost categories (ex. salaries), where in previous years it was in program categories. The main reason is that it's a better transition to financial audit statements.

MOVED by Lindsay Smiglis and SECONDED by Tyler Elkington

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 26, 2026 be approved.(26-04-03)

MOTION CARRIED

5. LIBRARY FACILITIES ROADMAP

5.1 Library Facilities Roadmap – The Director of Library Services introduced Annerieke van Hoek of studioHuB architects, who presented a draft Library Facilities Roadmap addressing how library spaces can keep pace with a growing and changing District over a 25-year horizon. The roadmap identifies key challenges, including a projected 30% population increase that will outpace existing space capacity, evolving community needs for libraries as "third spaces" supporting work, learning, and connection, and geographic barriers that limit equitable access across neighbourhoods. The report outlines a range of potential actions but does not prioritize them, as its purpose is to provide Council with flexible, evidence-based options for decision-making. Trustees discussed the need for clearer sequencing of recommendations, inclusion of costs (which are identified), and consideration of demographic and density factors, noting that per capita space measures alone may not fully capture community need. Specific interests included advocating for the replacement of the aging Capilano Library and expansion opportunities at Lynn Creek. Staff emphasized that the report is still in draft form and will be further refined through more DNV staff consultation before presentation to Council. Additional discussion highlighted the importance of aligning facility planning with upcoming District capital planning

cycles, asset management pressures, and long-term growth projections, with the Board noting the value of the roadmap in supporting future funding discussions and strategic investment decisions. Rick Danyluk (RD) – GM, Finance and CFO, DNV, noted DNV is going into a new capital planning cycle, working with the community planning team, their OCP scenario runs to 2041. The ACC (Amenity Cost Charges) bylaw was adopted in February 2025, and needs a refresh based on town centres. RD noted that this planning also includes maintaining square footage per capita. The Board Chair noted that as the population grows, she is hopeful that having a report like this would help with future opportunities. No further questions or comments.

MOVED by Shiva Badiee and SECONDED by Deb Blaney

THAT the Board endorse the draft Library Facilities Roadmap to guide future capital planning and decision-making. (26-04-04)

MOTION CARRIED

6. BOARD MOTIONS/DISCUSSIONS

6.1 2025 Draft Audited Financial Statements & Financial Statement Analysis – Board chair opened the item up for general comments from the FAC chair and CFO (RD). Committee Chair noted that the FAC has reviewed both 6.1 & 6.2 and recommends the formal motions. RD briefly mentioned that the reports are prepared in accordance with accepted accounting standards and represent the library's financial position. Committee Chair took the Board through two specific areas of the report; first were two items the auditor felt should be treated differently and explained the reason for this. Board Chair asked if the risk identified would require a policy change for next year. This was confirmed and noted within the report. Committee Chair pointed out the contingency surplus, what was spent in 2025 and what is projected in 2026 and the current surplus amount is now getting bare after two years of large drawdowns of funds, noting that the library is a people organization, and its people who serve the taxpayers. RD noted DNV Finance is looking at a carryover budget, which could help clarify the reports in the future. RD agreed that they would like to see the contingency surplus higher, in the half-million-dollar range.

MOVED by Tyler Elkington and SECONDED by Betty Forbes

THAT the NVDPL Draft Audit Financial Statements for year ending December 31, 2025 be approved by the Board;

AND THAT THAT the 2025 NVDPL Draft Audited Financial Statements Analysis report be received for information. (26-04-05)

MOTION CARRIED

6.2 2025 Statement of Financial Information (SOFI) – no queries or comments on this item.

MOVED by Deb Blaney and SECONDED by Tyler Elkington

THAT the NVDPL 2025 Statement of Financial Information (SOFI) be approved by the Board. (26-04-05)

MOTION CARRIED

6.3 **Foundation Idea** – Board Chair noted her previous comments on this item. FAC Chair shared his experience with foundations, noting that donors don't typically fund for operating cost but for new ideas, and to keep in mind this is not the answer to our challenge. FAC recommends the Board to move quickly to develop a plan and work with a consultant to support this initiative. FAC has requested funding from DNV for this initiative. No motion required.

6.4 **Q&A with the CAO** – The Board welcomed Mike Fox, CAO of the District of North Vancouver, who shared his background and expressed appreciation for the Board's service, emphasizing that libraries are essential municipal services that support community well-being, belonging, and mental health. In response to Board questions about budget pressures and service prioritization, MF explained that the District is shifting to a service-level approach to guide difficult decisions amid rising costs and limited funding, noting that equal budget cuts have already strained services and that clearer communication with Council and the public will be critical. He underscored the importance of articulating the Library's value in plain language through meaningful metrics, expanding focus beyond books to community impact, and exploring creative solutions such as partnerships, sponsorships, and potential foundation models. Discussion also highlighted the growing importance of library services during economic downturns, the challenge of balancing operating needs with significant capital and asset renewal pressures, and the need for strong collaboration between the Library and the District to align priorities, demonstrate need, and support informed investment decisions.

<< Mike Fox & Rick Danyluk left the meeting 7:42 pm>>

6.5 **2025 Annual Report Content Outline** – The Board Chair passed the floor to Meghan Crowe, Communications & Events Coordinator, who provided an overview. No major changes from the previous report outline. No queries on this item.

MOVED by Shiva Badiee and SECONDED by Deb Blaney

THAT the Board endorses the draft content outline and general concept of the 2025 annual report, to be designed, printed and distributed April—June of 2026. (26-04-06)

MOTION CARRIED

6.6 **Sole Source OverDrive Advantage** – The Board Chair passed the floor to the Director of Library Services, who explained the complexity in purchasing digital materials to meet the 15% increase per year for the demand. Following a recent review, it was determined that the Advantage collection is not included in the Cooperative contract and must therefore follow the competitive bidding process. A review of vendors identified no viable alternatives, and a Notice of Intent (NOI) was posted on BC Bid for a period of two weeks. No challenges and no responses were received. Having met public-sector procurement and trade agreement obligations, a purchase order can be issued to OverDrive for the Advantage program.

MOVED by Cyril Lopez and SECONDED by Kulvir Mann

THAT the Board approve a waiver of the competitive bidding process for the OverDrive Advantage program for a five-year period starting in 2026, with an estimated annual spend of $200,000 and a total value of $1,000,000. (26-04-07)

MOTION CARRIED

7. STANDING ITEMS

7.1. Updates – Committees

1. Finance and Audit – met April 16, 2026 – items that were reviewed are included in the package for today's meeting.
2. Governance – met April 2, 2026, decided on policy work for the year
3. Human Resources – met March 11, 2026 decided on policy work and review of exempt job descriptions for bodies of work in 2026
4. Advocacy – *next meeting June 17, 2026 – no updates at this time.*

7.2 Updates – Affiliates

1. InterLINK – no major updates, will have updates for next Board meeting
2. Friends of the Library – Book sale upcoming end of May 29 to May 31
3. Council – Has been busy with public hearings, trying to finish budget for May 15. Turf field will officially open May 1. Upcoming LMLGA Conference, some council members will attend. Youth Awards May 13 at 6:30pm Council Chambers. New park at old Delbrook School will be called Bellhouse Park, after Diana Bellhouse.

9. IMPORTANT UPCOMING DATES

Trustees noted important upcoming dates on the Agenda.

10. ADJOURN MEETING TO IN-CAMERA –7:55 PM

MOVED by Kulvir Mann and SECONDED by Tyler Elkington

THAT the Regular Board Meeting of April 23, 2026 be adjourned to in-camera. (26-04-11)

MOTION CARRIED

Library Board Chair — **Date** 17/2026.

Director, Library Services — **Date** 17 June 2026