

INAUGURAL MEETING of the NVDPL BOARD

THURSDAY, JANUARY 23, 2025 – 6:00 PM

In person, Lynn Valley

MINUTES

ATTENDEES

Library Board

Kulvir Mann – Trustee
James Mitchell – Trustee (attended remotely)
Shiva Badiie – Trustee
Gerald Baier – Trustee
Deb Blaney – Trustee
Valerie Dong – Trustee
Barb Lawrie – Trustee
Cyril Lopez – Trustee
Herman Mah – Council Representative

Library Staff

Alison Campbell – Manager, Community Connections
Suzanne Hendriks – Executive Assistant
Meghan Crowe – Communications/Events Coordinator
Daria Hrbacek – Business Manager

REGRETS

Jacqueline van Dyk – Library Director

GUESTS

Rick Danyluk – General Manager, Finance and CFO, DNV
Annerieke van Hoek – Partner, Architect AIBC, studioHuB architects Ltd.

1. **CALL MEETING TO ORDER – MANAGER COMMUNITY CONNECTIONS – 6:02 PM**
2. **WELCOME AND INTRODUCTIONS** – Manager, Community Connections, welcomed the Library Board to the meeting and opened with a land acknowledgement.
3. **ELECTIONS AND APPOINTMENTS**
 - 3.1 **Election of Board Chair**

Alison Campbell, Manager (AC), Community Connections, conducted the election process for the position of Library Board Chair. James Mitchell was declared the 2025 Library Board Chair by acclamation.

3.1.1 Incoming Board Chair's Remarks
Board Chair thanked the Board for the opportunity to work with the Trustees and the team at NVDPL.
 - 3.2 **Election of Vice-Chair**

At the Board Chair's request, Manager, Community Connections, conducted the election process for Library Board Vice-Chair. Barb Lawrie was declared as the 2025 Library Board Vice-Chair by acclamation.

3.2.1 Incoming Vice-Chair's Remarks
Vice-Chair thanked the Board for the opportunity to work with the Trustees and the team at NVDPL for a second term. Chair asked Vice-Chair to conduct the meeting on his behalf.

4. ADOPTION OF AGENDA

Board Vice-Chair requested a motion to adopt the Agenda.

MOVED by Gerald Baier and SECONDED by Kulvir Mann

THAT the Agenda for the January 23, 2025 Inaugural Meeting of the Board be approved.

(25-01-01)

MOTION CARRIED

5. REPORTS

6.1 Chair's Report – Chair thanked the trustees for the opportunity to serve as Chair of the Board.

6.2 Director's Report – Manager, Community Connections, gave a brief update to the Board in the absence of the Director. Parkgate Library is under renovation, currently focusing on the circulation area. DNV Executives and Council toured Lynn Creek tour this week. Grand opening invitation coming for early April.

MOVED by Herman Mah and SECONDED by Valerie Dong

THAT the Reports be received by the Board. (25-01 -02)

MOTION CARRIED

6. CONSENT AGENDA

6.1 Operational Approval

6.1.1 Approval of Regular Minutes of the Board – November 28, 2024

6.2 Reports

6.2.1 Media Report

6.2.2 2024 Board Action Items

6.2.3 2024 Board Work Plan

6.2.4 Q4 2024 Director Quarterly Report

6.2.5 Q4 2024 Library Operations Report

6.2.6 B-GOV-01.3 Code of Conduct for Library Board Members

6.3 Correspondence

6.3.1 Letter from the Honourable Anne Kang

6.3.2 InterLINK Provisional Budget Letter 2025 & Package

MOVED by Cyril Lopez and SECONDED by Valerie Dong

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

AND THAT the Minutes of the regular meeting of the Board – November 28, 2024 be approved. (25-01-03)

MOTION CARRIED

7. BOARD MOTIONS/DISCUSSIONS

- 7.1.1 Committee Appointments** Vice-Chair conducted the appointments of the Committee members for 2025.

MOVED by Kulvir Mann and SECONDED by Gerald Baier

THAT the Library Board supports the following appointments to the Committees:

Finance and Audit Committee

Kulvir Mann, Gerald Baier, James Mitchell, Herman Mah, Cyril Lopez

Governance Committee

Barb Lawrie, Valerie Dong, Shiva Badiie, Kulvir Mann, James Mitchell

Human Resources Committee

James Mitchell, Deb Blaney, Shiva Badiie

AND THAT the Library Board supports the following appointments to the InterLINK Board:

Barb Lawrie; Alternate: James Mitchell (25-01-04)

MOTION CARRIED

- 7.1.2 Regular Board Meeting Schedule for 2025 – no queries or comments**

MOVED by Valerie Dong and SECONDED by Shiva Badiie

THAT the Board approves the schedule for the regular meetings of the NVDPL Board for the 2024 term as proposed. (25-01-05)

MOTION CARRIED

- 7.1.3 2025 Board Work Plan – no queries or comments.**

MOVED by Valerie Dong and SECONDED by Shiva Badiie

THAT the Board supports its 2025 Annual Work Plan. (25-01-06)

- 7.1.4 Approval of 2025 Budget Submission – Rick Danyluk (RD) – General Manager, Finance, and CFO, DNV reviewed the report for the Board, noting that due to higher-than-expected costs in several areas, a corporate-wide reduction in targets was set to achieve a 5.5 percent tax increase for 2025. Library has identified \$163 thousand in potential savings and \$10 thousand in potential revenue. New requests for staffing the Open Door Community Hub and the Lynn Creek Kiosk totaling \$56 thousand were discussed. There are no reductions in service. Trustee noted that in the report and at the Lynn Creek location, the kiosk has been labelled as an express library when it is a kiosk. Clarification was requested by several Trustees on the Community Amenity Contribution fund, e.g. who decides what percentage of that goes to the Library, and how it is allocated. RD responded that there are some best practice guidelines provided by the province on how to allocate the fund. However, there is not yet a set percentage amount of what the Library should receive. Currently, staff begin with population growth and go from there. Trustee asked for clarification on the Library surplus in the budget as it's not shown in the report. RD clarified why the library surplus does not appear in the report at this time but will be shared with the Board in later reports. Discussion around the 5% increase in user fees.**

MOVED by Herman Mah and SECONDED by Kulvir Mann

THAT the Library Board approve the DRAFT 2025 Budget submission:

- **Operating Budget (\$8.6 million), and \$56 thousand in new requests and \$173 thousand in additional operating savings (for a net operating budget of \$8.5 million)**
- **Project Budget (\$893 thousand) (25-01-07)**

MOTION CARRIED

<<Rick Danyluk left at 7:08 pm>>

7.2.1 Master Facilities Plan – Vice-Chair welcomed Annerieke van Hoek (AvH) - Partner, Architect AIBC, studioHuB architects ltd., who is developing the Master Facilities Plan for NVDPL. AvH gave an overview of what a Master Facilities Plan is and why it is important in supporting facilities for the library in the next 10-20 years. It is strategically driven and will make recommendations for future capital projects, renovations and improvements related to the physical facilities. AvH reviewed the scope of the project and the timeline. Trustee asked how frequently the Board will be provided updates. AvH noted the next update will be in April 2025. The Board then participated in a round table feedback exercise with the architect to support the Master Facilities Plan report.

MOVED by Cyril Lopez and SECONDED by Valarie Dong

THAT the Library Board receive the Master Facilities Plan for information. (25-01-07)

MOTION CARRIED

8. STANDING ITEMS

8.1 Updates – Committees – no updates as the committees have not met.

- 8.1.1 Finance and Audit**
- 8.1.2 Governance**
- 8.1.3 Advocacy**
- 8.1.4 Human Resources**

8.2 Updates – Affiliates

- 8.2.1 InterLINK** –
- 8.2.2 Friends of the Library** – first meeting last week, no sale in Feb; 30 year anniversary
- 8.2.3 Council** – social media 'X' disabled. Budget pressures. CAO retiring.

9. IMPORTANT UPCOMING DATES


Trustees noted important upcoming dates on the Agenda.

10. ADJOURN MEETING TO IN-CAMERA – 8:13 PM

MOVED by Kulvir Mann and SECONDED by Cyril Lopez

THAT the Inaugural Board Meeting of January 23, 2025 be adjourned to in-camera. (25-01-10)

MOTION CARRIED



Library Board Chair

Date

Feb 27th 2025



Director, Library Services

Date

27 Feb 2025

