NEW WESTMINSTER PUBLIC LIBRARY

REGULAR MONTHLY MEETING
OF THE
NEW WESTMINSTER PUBLIC LIBRARY BOARD

Hybrid Meeting
March 19, 2025
6:00 p.m.

TRUSTEES PRESENT:

Iris Cheng	-	Governance Committee
Stephanie Lau	-	Public Art Committee, InterLINK Alternate Representative
Darius Maze	-	Chair, Finance Committee
Mark Ritchie	-	Finance Committee, InterLINK Representative
Deb Thomas	-	Vice-Chair, Governance Committee
Diana Whellams	-	Governance Committee

ABSENT:

Nadine Nakagawa	-	Finance Committee, Council Representative
Susan Buss	-	Deputy Chief Librarian

STAFF:

Carolyn Caseñas	-	Chief Librarian
Sandy Shein	-	Note Taker

1. **CALL TO ORDER & LAND ACKNOWLEDGEMENT**
   Trustee Thomas called the meeting to order at 6:03 pm.
   Trustee Thomas presented the Land Acknowledgement.

2. **ADOPTION OF AGENDA**
   MOTION: To adopt the agenda as presented

   MOVED: Trustee Cheng
   SECONDED: Trustee Maze

3. ADPOPTION OF THE CONSENT AGENDA

- Community Agreement
- February 2025 Minutes
- Board Work Plan

MOVED AND SECONDED **CARRIED**

4. STAFF PRESENTATIONS

- Manager of Special Projects - C. Koth

C. Koth prepared an update on two projects (Facilities Master Plan and the second floor redesign to optimize space) and the Communications department. C. Koth noted the RFQ for the facilities master plan has been finalized.

PH5 Architecture have been contracted to undertake the second floor project. Preliminary designs are expected in mid to late April. Parts of the first floor will also be studied.

C. Koth provided an update regarding website security enhancement.

5. NEW BUSINESS / Discussion

a) PLGR (Provincial Library Grant Report)
C. Caseñas reported that the NWPL grant report has been completed and submitted to the Library Services Branch.

b) Board Bursary
In addition to the annual Board Bursary award, library staff have requested additional allocations from Board Funds to cover the tuition for supervisory training for two staff supervisors.

MOTION: To proceed with the annual call for staff submissions for the Board Bursary, and to use Board Funds to support two staff to take the BCIT Supervisory Course

MOVED: Trustee Lau
SECONDED: Trustee Ritchie

c) Library 2024 Statistics for CNW Annual Report
C. Caseñas is preparing the library's contribution to the annual city report and provided an initial analysis of library statistics.

d) Board Policy Review B9
Trustee Thomas presented a revised draft of this policy.

MOTION: To approve the revised Policy B9 as noted.

MOVED: Trustee Maze
SECONDED: Trustee Lau

6. INFORMATION ITEMS

a) Reports – none

b) Verbal updates

i. Chief Librarian
This year's all-staff training day was well received, particularly the keynote address. Current activities include Spring Break programming and filling current vacancies.

ii. Board Chair
The board chairs are meeting regularly and have begun looking at strategic planning, onboarding, and administrative structures.

iii. InterLINK
Trustee Lau attended the InterLINK meeting and reported on topics discussed, including the New to BC program's potential future iteration. Trustee Ritchie noted items in the budget.

iv. Committees

a. Governance
Trustee Thomas advised that the Terms of Reference were distributed.

b. Finance
Trustee Maze advised that a meeting will be scheduled soon.

c. Public Art
The Committee is meeting on March 29, 2025 to review the applications.

d. Strategic Plan Working Group
Deferred to April.

c) Upcoming Events
See Library Events Calendar

7. ROUNDTABLE
Trustee Ritchie attended a session on Intellectual Freedom. Trustee Thomas attended a webinar on Book Sanctuaries. Trustee Lau attended a session on AI.

8. MOTION FOR IN-CAMERA

MOVED: Trustee Cheng
SECONDED: Trustee Whellams

9. NEXT LIBRARY BOARD MEETING at 6:00pm (hybrid) Wednesday April 16, 2025

10. ADJOURNMENT ON MOTION, the meeting adjourned at 7:48 pm.

C. Caseñas (Secretary)

Trustee Maze (Chair) or Trustee Thomas (Co-Chair)