



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES
For the meeting of
January 16, 2019
Storyhouse

Present: J. Stirk [Chair], D. Carter E. Fiss, C. Garton, A. Krawczyk, P. Lambur, A. Nimmons, K.R. Shimoda, J.A. Telford, T. Wachmann, F. Zhu

Staff: J. Benedict, L. Breen, S. Felkar, P. Cumming, S. Ozirny

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Public Comments

No members of the public were present.

3. Approval of the Consent Agenda

It was duly moved and seconded:

THAT the Consent Agenda be approved as circulated.

CARRIED

4. Approval of Agenda

It was duly moved and seconded:

THAT the Agenda be approved as circulated.

CARRIED

5. Adoption of Minutes

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Moved by: D. Carter
Seconded by: K.R. Shimoda

THAT the Minutes of the Library Board meeting held December 12, 2018 be adopted.

CARRIED

6. Business Arising from Minutes

None

7. Director

a) 2018 Youth Service Model Outcome Evaluation

S. Ozirny gave a presentation on the 2018 Youth Service Model Outcome Evaluation report. She highlighted improvements in the results compared to previous years and the factors that contributed to them. She also noted areas where staff will be making adjustments to ensure activities and intended results correspond with one another and better achieve the desired outcomes.

The results also indicate areas where the Service Models and evaluation need to be brought into alignment with service changes that have been implemented over the last several years, notably in technology and content creation. She advised that the upcoming 2021-2026 Strategic Planning research process provides an opportunity for engaging with teens and determining outcomes collaboratively.

In addition, S. Ozirny reviewed the primary 2019 Youth initiatives:

- Tell Your Story--This new program will provide kids with the skills and tools to write and share their stories.
- Lab programming-- A core set of ongoing programs will be offered to develop foundational skills in addition to topic specific new programs. The Teen Technology Mentors program will launch in the spring.
- 2021-2026 Strategic Plan research
Staff will be conducting research and community engagement for the Youth Services White Paper.

The Trustees discussed further information of interest and requested that the 2019 research include results on the impact of the Library card project and consultation

on the English language learning needs of students.

The Chair thanked S. Ozirny for her presentation and report.

b) Public Library Access to Digital Content

J. Benedict advised that the Canadian Urban Libraries Council will be initiating a media campaign to improve public library access to digital content. She provided an overview of the challenges public libraries face due to limited selection, elevated pricing and restrictive purchasing models. She outlined the actions she will be taking to address the issue, including writing letters to multinational publishers, meeting with vendors at the American Library Association Midwinter Conference and training staff to ensure they are informed and prepared to respond to public comments.

The Board appreciated the leadership role of the national and provincial library associations on this issue. They requested that they be kept apprised of developments.

8. Governance

a) 2019 Library Board Agenda Items

The Chair highlighted the overarching priorities for 2019 and briefly reviewed the regularly occurring agenda items. She noted the additional meetings that have been identified. The Trustees expressed support of the proposed schedule and agenda items.

b) 2019 Committee Assignments

The Chair thanked the Trustees for their cooperation in establishing the assignments, which have accommodated most people's preferences. She asked each Committee to review and update their Terms of Reference at their first meeting.

9. Strategy

2021-2026 Strategic Plan Research Plan

J. Benedict presented the research plan for the 2021-2026 Strategic Plan. The Trustees appreciated the comprehensiveness of the plan and had no further requests for additional components.

The Trustees considered the composition of the Strategic Planning Working Group and supported a continuation of historic practice with full participation from the Board and senior staff. Recognizing the significant contribution of time and the needed commitment to regular attendance, the Trustees agreed that the Friends' participation could be achieved through engagement activities and staff presentations on the research. In regards to the Foundation, J. Stirk will communicate with the Foundation Chair to determine availability and interest in participating on the Working Group.

The Trustees reviewed the proposed meeting schedule and requested that they be sent calendar invitations as specified.

S. Ozirny and P. Cumming excused themselves from the meeting at 7:41 p.m.

10. Finance

a) Annual Budget and Financial Reporting Cycle

J.A. Telford reviewed the budget and financial reporting cycle. He noted that the Finance Committee will provide quarterly financial reports to the Board. In June, the Board approves the Library's annual Statement of Financial Information (SOFI) which is then submitted to the provincial Ministry of Education. Planning for the 2020 budget proposal will begin in the 2nd quarter of 2019.

b) 2019 Budget Update

J. Benedict advised the Trustees of the upcoming dates for the District's public consultation for the 2019-2023 Financial Plan. Council consideration of the 2019-2023 Financial Plan Bylaw is tentatively scheduled for the March 4 and 11 regular meetings with approval on April 1.

11. Community Relations

C. Garton emphasized the importance of Board representation at community events and encouraged participation. She thanked the Trustees who have already signed up and added that she would like to have at least two Board members at each event. C. Garton asked the Trustees to contact L. Breen if there were any additional community opportunities that should be added to the list.

J. Benedict highlighted the "Meet the Mayor" event on February 23 at which the Mayor will be giving a presentation on Council priorities.

12. Foundation

Library Board and Foundation Director Workshop Debrief

The Chair commented on the positive atmosphere and subsequent feedback from the workshop. The session built a common shared understanding between the two Boards on the values of the Library, the priorities established through the Library's strategic framework and the significance of the Foundation's contribution.

13. InterLINK

InterLINK 2019 Provisional Budget

K. R. Shimoda provided an opportunity for Trustees to provide feedback on the 2019 Provisional Budget of Public Library InterLINK that was distributed at the December 12, 2018 meeting. The Trustees had no further comments.

Moved by: E. Fiss
Seconded by: J.A. Telford

THAT the WVML Library Board receive the draft 2019 Provisional Budget dated November 27, 2018 as an item for information.

CARRIED

14. Closed Meeting

Moved by: J.A. Telford
Seconded by: A. Krawczyk

THAT the WVML Library Board approve the exclusion of the public in order to hold a closed session.

CARRIED

The Board proceeded with the closed meeting at 8:09 p.m.

The Chair reconvened the January 16, 2019 regular meeting of the Library Board at 8:13 p.m.

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15. Correspondence

None

16. Date of Next Meeting

Wednesday, February 20, 2019, 6:00 p.m.

17. Adjournment


It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:15 p.m.

All documents distributed at the meeting are available for perusal upon request.


CHAIR
West Vancouver
Memorial Library Board