



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
For the meeting of  
June 19, 2019  
Welsh Hall East**

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

**Regrets:** P. Lambur, A. Nimmons

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

1. Call to Order

The meeting was called to order at 6:04 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

J. Benedict requested that under item 6. Director, the addition of c) Access to Digital Content and d) Update on Interim Plan.

F. Zhu also advised that C. Garton would be providing the report on item 11. Foundation.

Moved by: K. R. Shimoda

Seconded by: F. Zhu

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THAT the Agenda be approved as amended.

CARRIED

5. Adoption of Minutes

Moved by: D. Carter  
Seconded by: E. Fiss

THAT the Minutes of the Library Board meeting held May 22, 2019 be adopted.

CARRIED

6. Director

a) Mid-Year Grant Approvals

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

THAT the WVML Library Board approve the receipt and expenditure of the Canada Summer Jobs Grant of \$1,940.40 for the Digital Experience Student Librarian.

CARRIED

b) Art Commissions

J. Benedict advised that after careful consideration, the Selection Panel submitted their recommendations to the Permanent Art Committee and the proposal by Sky Spirit Studio was chosen.

The Permanent Art Committee were impressed by the other proposals submitted as well and would like to consider further opportunities for Indigenous art in the Library.

Moved by: E. Fiss  
Seconded by: D. Carter

1. THAT the WVML Library Board award the McDonald Creek Meeting Room Art Commission to Sky Spirit Studio;

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2. Direct the Permanent Art Committee to bring forward recommendations for further additions to the permanent collection by Indigenous artists.

CARRIED

c) Access to Digital Content

At the February Board meeting S. Felkar advised that there are growing concerns around publisher limitations on public library access to digital content. Recently, one of the biggest publishers, Hachette Book Group, has changed their licencing agreement so it is no longer available on a perpetual basis. The Library will now have to purchase a 2-year licence that only allows a limited number checkouts of a title.

d) Update on Interim Plan

J. Benedict met with J. Stirk and P. Cumming, Head of Customer & Community Experience to discuss an interim plan. The plan will be reviewed by the Library Managers and Supervisors at their June 25 meeting. The Chairs of the Library Board Committees will also meet with the Senior Staff team to review the interim plan. A report will be provided to the Trustees on the outcome of this meeting.

7. Governance

a) Third Party Promotions

The Trustees agreed that in the long term there should be a policy addressing all Third Party Promotion. In the short term, the Trustees requested that staff draft a policy for Third Party Promotion in the Library, including video, based on past practice. S. Kent will draft a report documenting past practices with recommendations for the new policy.

8. Strategy

No report.

9. Finance

a) Foundation Mid-year Distribution Request

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The Finance Committee met with the WVML Foundation Treasurer who agreed with the concept of splitting the Library's funding requests. At the next Board meeting the Trustees will receive the 2nd part of the Library's request for approval.

Moved by: D. Carter  
Seconded by: J.A. Telford

1. THAT the WVML Library Board approve the submission of the Library's 2019 mid-year funding distribution request for a total of \$49,698, subject to the consent of the Foundation as follows:
  - 1) \$2,500 from Robert L. Welsh Fund
  - 2) \$43,348 from Restricted Purpose Funds
  - 3) \$3,850 from 2019 Donations
2. THAT the WVML Library Board approve the receipt and expenditure of mid-year funding from the Library Foundation in the amount of \$49,698, provided that the Library Foundation consents to the distribution. The funding is for specific restricted purposes and the expenditures are in accordance with the donors' wishes.

CARRIED

## 10. Advocacy and Community Relations

F. Zhu reviewed the purpose of meeting informally with the Councillors on a one-on-one basis. She asked the Trustees assigned if they could have their meetings completed by the end of August and email her the highlights and/or concerns discussed. She will then prepare a report for the Board.

F. Zhu reminded the Trustees of the following events in July:

- July 4 is the Shared Journeys launch
- July 11 is the retirement celebration for J. Benedict
- July 15, the Library's Annual Community Report will be presented to Council. She asked Board members to attend as a show of support for the Library.

## 11. Foundation

C. Garton reported that Andreas Thompson was re-appointed Chair with the existing executive also re-appointed.

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Keith Tyler is the new Foundation Coordinator and he will be working Mondays, 10 a.m. to 5 p.m. and Thursdays, 6 to 9 pm.

The Foundation video is almost complete with only the narration and subtitling to be done.

The Directors are looking for sponsors for the fundraising event in October.

## 12. InterLINK

At the May 28 meeting, Scott Hargrove and Andrea Freeman from the ABCPLD spoke to the InterLINK Board.

The InterLINK Board is working on governance issues and enhancing their policy manual.

K.R. Shimoda also provided a brief update on some of the activities of the other member libraries.

The Chair thanked him for his report.

## 13. Correspondence

### a) Letter of Congratulations to Paul Squires

A letter was sent congratulating Paul Squires, former acting Assistant Deputy Minister of Education, on his appointment as Executive Director, Policy and Coordination in the Office of the Premier.

### b) Letter to the Mayor re: Provincial Support

The Chair sent a letter to the Mayor requesting Council consider a motion to appeal for increased provincial support for public libraries.

## 14. New Business

None

## 15. Date of Next Meeting

Wednesday, July 17, 2019, 6:00 p.m.

*P. Cumming, S. Felkar, S. Kent and L. Breen excused themselves from the meeting at 7:16 p.m.*

16. Closed Meeting

It was duly moved and seconded:

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 7:30 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.



Vice-Chair  
West Vancouver Memorial Library Board