



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
December 11, 2019
Welsh Hall East**

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

Regrets: P. Lambur

Staff: S. Hall, L. Breen, S. Felkar

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

No reports

4. Approval of Agenda

K.R. Shimoda requested that after item 11. Community Relations, he would like to add the InterLINK 2020 Provisional Budget.

Moved by: K.R. Shimoda
Seconded by: A. Krawczyk

THAT the Agenda be approved as amended.

CARRIED

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5. Adoption of Minutes

Moved by: A. Nimmons
Seconded by: K.R. Shimoda

THAT the Minutes of the Library Board meeting held November 20, 2019 be adopted.

CARRIED

6. Business Arising from Minutes

E. Fiss advised that the Board/Foundation Holiday Party will be on Thursday, January 9 at his home.

7. Director

a) Updates

As the written Director's Report is not published in December, S. Hall circulated a brief update at the meeting, which is attached to these minutes.

- Patron Incidents

Due to several recent patron incidents involving disruptive behaviour, S. Hall will be doing a review of the Library's operational procedures which may impact the Board Policy specifically with respect to the Code of Conduct. She will meet with other District facilities to discuss their procedures as well as look at the policies of other libraries and apprise the Board accordingly.

F. Zhu arrived at 6:06 p.m.

- Operational Agreements or Protocols

At the November Board meeting E. Fiss reported that the Infrastructure Committee talked with District managers about an Operating Agreement. S. Hall suggested that further research is required into this and that she will bring back a report for the Trustees to review in February.

- Projects

S. Hall provided an update on the various projects currently in progress, including the replacement of the generator and the re-design of the library's website.

- Meetings

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S. Hall attended an emergency response session with North Shore Emergency Management (NSEM). The trustees requested to be informed if the NSEM is coming to the library to do staff or public presentations, as some might be interested in attending.

8. Governance
No report.

9. Strategy

a) Update on Strategic Planning

S. Hall has reviewed the Strategic Planning schedule for Phase II and III which were developed by her predecessor. She recommended moving most of the dates forward by two weeks to a month which would still be within the budget timeline. She will finalize the schedule for the January meeting as well as have suggestions for the Trustees field trip. In addition, once the new members arrive, staff will arrange for Board members to have an in-depth look at what goes on “behind the scenes” at WVML.

10. Finance

No report.

11. Advocacy and Community Relations

a) December 2019 Community Relations Report

A. Krawczyk attended the North Shore Authors Collection Launch. He reported it was a great success and congratulated P. Cumming and her staff for the work they did on organizing this event.

K. R. Shimoda attended the Winter Celebration. He noted that it was a wonderful event promoting cultural understanding and inclusiveness.

12. InterLINK

a) 2020 Provisional Budget

K.R. Shimoda advised that the 2020 Provisional Budget is provided to the Board for information purposes only. He also noted that there are a few changes in the accounting, but these changes will have no significant impact on WVML.

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Move by: K.R. Shimoda
Seconded by: A. Krawczyk

THAT the WVML Board receive the 2020 InterLINK Provisional Budget for information purposes only.

CARRIED

13. Foundation

No report.

14. Correspondence

No correspondence.

15. New Business

a) Election of Officers

C. Garton called for nominations for the Library Board Chair. She nominated J. Stirk, who has agreed to stand for re-election. There being no further nominations in response to three calls, J. Stirk was elected Chair by acclamation.

C. Garton called for nominations for the Library Board Vice-Chair. E. Fiss has also agreed to stand for re-election. There being no further nominations in response to three calls, E. Fiss was elected Vice-Chair by acclamation.

16. Date of Next Meeting

Wednesday, January 22, 2020, 7:00 p.m.

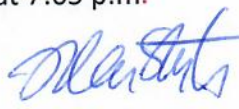
17. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:05 p.m.

 CHAIR
West Vancouver
Memorial Library Board

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