



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES**

**For the meeting of  
October 16, 2019  
Welsh Hall East**

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

**Regrets:** P. Lambur, J.A. Telford

**Guests:** Rick Verjee, Chair and Richard Fisher, Director, West Vancouver Community Centre Society

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

The Chair welcomed R. Verjee and R. Fisher to the meeting.

**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**

It was duly moved and seconded:

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THAT the Agenda be approved as circulated.

CARRIED

5. Adoption of Minutes

Moved by: D. Carter

Seconded by: A. Nimmons

THAT the Minutes of the Library Board meeting held September 18, 2019 be adopted.

CARRIED

6. West Vancouver Community Centre Society (WVCCS)

The Chair introduced the WVCCS presentation by saying that as the Library Board is beginning to develop the new Strategic Plan, it is important to connect with other community organizations to see whether there are opportunities and synergies.

R. Verjee added that the Library should consider making a presentation to the WVCCS Community Engagement Committee to talk about out how the two organizations can collaborate.

R. Verjee began his presentation by providing an overview on what the role of the WVCCS is and their Mission. He described their recent rebranding initiative to increase community awareness as most of the residents did not know the Society existed.

R. Fisher reviewed the rebranding process and introduced the new name and logo. The Society is now known as Enhance West Van though the legal name has not changed.

The Chair thanked R. Verjee and R. Fisher for their presentation.

*R. Verjee and R. Fisher excused themselves from the meeting.*

7. Strategy

a) Strategic Planning Research Document Storage

At the initial Strategic Planning meeting, the Trustees decided they did not want to have paper copies of all the materials. S. Felkar researched options and

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recommended a BC Privacy Act complaint product called Sync.com which can store the documents securely. She provided a demonstration of the website and noted that there is a mobile app as well. The Board agreed with her recommendation.

P. Cumming added that when she is emailing the meeting reminders, she will also attach the relevant materials so the Trustees don't have to log in to Sync.com for this information.

The Chair suggested that Sync.com could also be used to store documents for the regular Board meetings.

## 8. Infrastructure

### a) Agenda for Meeting with District Staff

E. Fiss discussed the agenda for the Board's Infrastructure meeting on October 17. The Committee will be meeting with Mark Chan, Deputy CAO and Director of Corporate Services, Jim Bailey, Director of Planning & Development Services and John Wong, Manager, Facilities & Assets.

The meeting is primarily to introduce the District representatives to the Committee as well as establish protocols and discuss budget for the Library's upcoming needs. The Committee will also be talking to them about long term infrastructure requirements. E. Fiss asked the Trustees to let him know if they had any questions they would like raised at this meeting.

## 9. Advocacy and Community Relations

### a) October 2019 Community Relations Report

The Trustees who attended the Panel of Knowledge unveiling on October 4 gave kudos to the Library's Communications team for the wonderful job they did in putting together this event.

C. Garton encouraged all the Trustees to purchase a ticket to the Foundation fundraiser which was coming up on October 22.

J. Stirk advised that there had been some concerns expressed about the Library being open on Remembrance Day. The matter has been discussed with Harry Greenwood from the West Vancouver Legion and they understand and support our decision. Sue Kent, Head of Communications, will draft a message for staff and Trustees to convey to members of the public if questioned about this.

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## 10. Foundation

C. Garton reported that the Foundation is in the process of recruiting new Directors. She advised that included in the District's North Shore News ad for community volunteers was a notation that the Foundation was looking for Directors as well. The Foundation is also advertising this amongst their donors.

C. Garton informed the Trustees that a short one-minute version of their video is on the website and the longer version will be shown at the fundraising event. The Foundation is currently working on usage guidelines for the video.

C. Garton added that the Foundation is reviewing their fundraising strategy and are considering partnering with other non-profit community organizations rather than being in competition with them.

## 11. InterLINK

### a) Year in Review

InterLINK published an infographic which highlights their accomplishments in resource sharing, collaborative programs, capacity building and consortial purchasing in 2018.

K.R. Shimoda advised that the province will continue to provide funding for New to BC for another 5 years. He added that there will be a shift in the InterLINK funding model so it is more equitable. This shift will not have a significant impact on WVML.

K.R. Shimoda also provided a brief summary of news from some of the other member libraries.

The Chair thanked him for his report.

## 12. Correspondence

### a) Thank You Letter for the LawMatters Grant

A copy of the letter was circulated to the Trustees.

## 13. New Business

None

14. Date of Next Meeting

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

15. Adjournment

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:29 p.m.

*P. Cumming, L. Breen, S. Felkar and S. Kent, excused themselves from the meeting at 7:29 p.m.*

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



**CHAIR**  
**West Vancouver**  
**Memorial Library Board**

CHAIR  
West v  
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