



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
September 18, 2019
Welsh Hall East**

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

Regrets: A. Krawczyk, P. Lambur

Staff: P. Cumming, L. Breen, S. Felkar, S. Kent, M. Yule, S. Ozirny, S. Gill, T. Matsuzaki

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

/2

5. Adoption of Minutes

It was duly moved and seconded:

THAT the Minutes of the Library Board meeting held July 17, 2019 be adopted.

CARRIED

6. Director

a) Mid-Year Grant Approval

T. Matsuzaki provided a brief overview of the LawMatters Grant and the purpose of the funding.

Moved by: J.A. Telford
Seconded by: T. Wachmann

THAT the WVML Board approve the expenditure of the 2019 LawMatters grant of \$3,000 to enhance the Library's legal collection.

CARRIED

P. Cumming noted that in the past several years the grant has been under \$1,000 and as per the Policy, it had not been necessary for the Board to approve this expenditure.

b) Annual Business Cycle Overview

S. Gill reviewed the Report and the annual Budget process.

c) 2019 Mid-Year Strategic Initiatives Progress Report

P. Cumming advised that the majority of Strategic Initiatives will be delivered by the end of the year with the exception of the infrastructure/facility planning which is currently on hold.

d) 2019 Mid-Year Operating Progress Report

There were no significant changes in the visits, services or collection numbers compared with 2018.

e) 2021-2026 Strategic Research Plan (Revised)

The Senior Staff reviewed the original Research Plan to determine whether they could meet the timelines set out. The Trustees asked that they continue to work on the research plans and then provide an update on their progress at the November Board meeting.

The Board will review the current Strategic Plan as part of the planning process. P. Cumming will email them information already presented related to the current Plan as well as send them the Strategic Plans from other libraries.

7. Governance

J. Stirk advised the Board that she met with the District CAO, Nina Leemhuis. One of the topics of conversation was the Library's infrastructure plans. The CAO expressed an interest in having the District staff engage in closer discussions on our infrastructure projects and recommended that the Board talk to Mark Chan, Director of Corporate Services and John Wong, Manager of Facilities & Assets.

The CAO also said that she would like to come to a Board meeting and talk to the Trustees.

J. Stirk asked the Board Infrastructure Committee to set a meeting with Mark Chan and John Wong. She added that they should also discuss the inclusion of some of the building maintenance upgrades into the Library's Operating Budget rather than submitting them as separate line items. This would not preclude the Library from requesting funds for other infrastructure projects.

8. Strategy

No report.

9. Finance

a) Finance Update

S. Gill advised that the District has asked to recover some of our 2019 funding for salaries because of several staff vacancies. A review of the Library salary budget indicated that recovery of the amount requested is not possible. J. Stirk noted that the CAO had mentioned this and that the Library was not the only facility to be asked.

.../4

In addition, J.A. Telford asked the Board whether they wished to be advised when there was a change in budget allocation under \$25,000 or whether the Board Finance Committee could make the adjustment without reporting it.

Moved by: J.A. Telford
Seconded by: K.R. Shimoda

THAT the WVML Board agreed the materiality level for budget re-allocations that should be brought to the Library Board by the Finance Committee are for any reallocations for an amount \$25,000 or over.

CARRIED

b) Q2 Finance Report

Overall the Q2 figures are on target with the exception of the Capital expenditures which are primarily due to the timing of the payments.

Moved by: E. Fiss
Seconded by: K.R. Shimoda

THAT the WVML Board accept the 2019 Q2 Operating and Capital results as circulated.

CARRIED

c) 2020 Operating and Capital Budget Submission

The Board Finance Committee reviewed the Library's 2020 Budget. J.A. Telford highlighted the following:

- The \$700,000 requested for the HVAC and mechanical upgrades were not approved for 2019. An amount required for 2020 building infrastructure renewal will be put forward in the 2020 Budget request. The Board Finance Committee has recommended that the funding for these upgrades not be submitted as separate line items by the Library but instead be included in the overall District request for facility upgrades.
- The One-Time Initiatives for the Strategic Planning Research and the South Block Planning were requested in 2019; however, the South Block Planning will not be

.../5

expended in 2019. Funds have been requested for Strategic Planning Research and South Block planning in the 2020 proposed budget.

The Trustees agreed with the recommendation that the One-Time Initiatives be submitted to the District as a single request of \$90,000 rather than as two separate projects.

Moved by: D. Carter
Seconded by: T. Wachmann

THAT the WVML Board approve the proposed 2020 Operating Budget in principle, the 2020 One-Time Initiatives as amended, the 2020 Capital Budget along with rankings, and the 2021-2030 Capital Forecast for submission to the District.

CARRIED

The Trustees thanked the staff for all the work they did on the Budget.

10. Advocacy and Community Relations

a) September 2019 Community Relations Report

F. Zhu encouraged the Trustees to make arrangements to meet with their respective Councillors, if they have not already done so. Board members should also endeavour to talk to Council members whenever there is an opportunity at an event or other occasion.

F. Zhu thanked all the Trustees who came to support the Library at the September 9th Council meeting.

P. Cumming also highlighted the following upcoming events:

- October 4 – the unveiling celebration for the Panel of Knowledge
- November 1 – the author of *Home* the “One Book, One Community” book will be participating in a panel discussion along with Chief Janice George. Alexander Dirksen will moderate.

In addition, C. Garton encouraged all the Trustees to purchase a ticket to the Foundation fundraiser on October 22. The table groupings are being arranged so that there will be a good opportunity to network with the Foundation donors, guests and Directors.

.../6

11. Foundation

C. Garton reported that the Foundation has four new sponsors for their fundraising event.

The Foundation is actively recruiting for new Directors. The Library Board will also be sharing the applications they receive for the new Trustee.

12. Correspondence

None

13. New Business

None

14. Date of Next Meeting

Wednesday, October 16, 2019, 6:00 p.m.

15. Adjournment

It was duly moved and seconded:


THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:28 p.m.

P. Cumming, L. Breen, S. Felkar, S. Kent, M. Yule, S. Ozirny, S. Gill, T. Matsuzaki excused themselves from the meeting at 7:28 p.m.

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


CHAIR
West Vancouver
Memorial Library Board