



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
April 22, 2020
Via Zoom Conference**

Present: J. Stirk [Chair], P. Cottier, E. Fiss, C. Garton, A. Krawczyk, P. Lambur, A. Nimmons, R. Shimoda, N. Sunderji, T. Wachmann, F. Zhu

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

Moved by: T. Wachmann

Seconded by: F. Zhu

THAT the Consent Agenda be approved as circulated.

CARRIED

4. Approval of Agenda

Moved by: A. Krawczyk

Seconded by: N. Sunderji

THAT the Agenda be approved as circulated.

CARRIED

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5. Adoption of Minutes

Moved by: P. Cottier
Seconded by: T. Wachmann

THAT the Minutes of the Library Board meeting held February 19, 2020 be adopted.

CARRIED

6. Business Arising from Minutes

None

7. Director

a) Updates – a written report was submitted. In addition:

S. Hall asked S. Ozirny, Head of Youth Services, S. Felkar, Head of Technology and S. Kent, Head of Communications to provide an update on their activities.

S. Ozirny reported the following:

- There has been steady traffic through LibraryConnect and staff have answered over 1,500 questions. They have also been doing a lot of work with teachers and students.
- All the online programs have been extremely popular from the daily Storytimes to the three times a week to English Conversation. Technology programming has a wide range of courses from Augmented Reality for Kids to Using Zoom and many of these sessions have waiting lists. S. Ozirny gave huge kudos to the staff for everything they are doing on programming.
- The annual Booktopia event is going virtual and the guest authors will be presenting pre-recorded talks.
- The Summer Reading Club is in the planning stages, but it will also be done online.

S. Kent provided these highlights:

- The website traffic has been very good. There are pages for LibraryConnect and COVID-related information, as well as for the schools.
- The eNewsletter is now being sent out bi-weekly instead of monthly. Response has been positive, with more people reading the newsletter, as measured by open rates.

S. Felkar talked about the Telus partnership. Telus donated 200 tablets and 187 cellphones with 3 gigabytes of monthly data which will be distributed through a variety of EOC affiliated North Shore community support agencies. The staff from the three libraries have been busy inserting SIM cards into the phones and getting all the devices ready for distribution. Pat Cumming will coordinate the distribution from within the EOC.

S. Hall advised that feedback on the Seniors' book delivery is overwhelmingly positive and she thanked the Seniors Activity Centre for doing the deliveries.

North Vancouver District Public Library will be starting a 'take-out' service similar to the Holds pick-up WVML had when the Library first closed. North Vancouver City Library will begin this service soon as well. S. Hall also noted that both these libraries have been allowing items to be returned during their closures.

The Chair thanked S. Hall, S. Ozirny, S. Kent and S. Felkar for their reports.

8. Governance

No items for discussion.

9. Strategy

The Chair advised that Strategic Planning is currently on hold and will resume in the fall.

10. Finance

A. Nimmons commented that S. Gill, Business Manager, has done excellent work on the Budget. He works well with the District and the WVML Foundation which has resulted in a very positive collaborations with both groups.

a) 2019 Year-End Report

A. Nimmons commended S. Gill and the staff for how well the budget was managed last year. The only anomaly was the recruitment expenses which were a transfer from District reserves.

Moved by: R. Shimoda

Seconded by: A. Nimmons

THAT the WVML Board accepts the 2019 Year-End Financial Report as provided to the Board for information purposes.

CARRIED

b) SFU Micro-grant

SFU is providing the Library with a \$1000 micro-grant for our Climate Future initiative which will be used for staffing and programming expenses.

Moved by: A. Nimmons

Seconded by: C. Garton

THAT The WVML Board approve the receipt and expenditure of the \$1,000 SFU micro-grant.

CARRIED

11. Advocacy and Community Relations

The Chair advised that advocacy is even more important at this time than ever before. A number of Trustees have been reaching out to community members to inform them of the numerous programs and services the Library has been offering since the closure. The Chair has also been in contact with the CAO. A. Krawczyk suggested that for the Trustees who have been matched with a Councillor, it may be a good time to make contact.

12. Foundation

The Foundation discussion was moved to the Closed meeting.

13. Correspondence

a) Letter to Mayor and Council

The Chair wrote a letter on behalf of the Board to the Mayor and Council highlighting the importance and popularity of the programming and services the Library has been providing to the community in the hopes that they will re-consider any further restrictions on our operating budget.

b) Councillor Gambioli

Councillor Gambioli wrote a note to say how much she appreciated the Library.

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14. New Business

S. Kent is retiring and this will be her last meeting with the Library Board. She expressed her appreciation for all the volunteer work the Trustees do to support the Library and the staff.

The Chair thanked S. Kent for the wonderful job that she and the Communications team do in promoting the Library and that it was a pleasure to have worked with her.

15. Date of Next Meeting

Wednesday, May 20, 2020, 6:00 p.m.

16. Adjournment


Moved by: T. Wachmann
Seconded by: C. Garton

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:37 p.m.

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


CHAIR
West Vancouver
Memorial Library Board