



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
For the meeting of  
January 22, 2020  
Welsh Hall**

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

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

**Staff:** S. Hall, L. Breen, S. Gill, P. Cumming, S. Felkar, M. Yule

1. Call to Order

The meeting was called to order at 7:10 p.m.

2. Public Comments

No members of the public were present.

3. New Trustees Welcome

The new Trustees, P. Cottier and N. Sunderji, were welcomed prior to the regular Board meeting.

4. Approval of the Consent Agenda

It was duly moved and seconded:

THAT the Consent Agenda be approved as circulated.

CARRIED

5. Approval of Agenda

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For item 12. Community Relations, S. Hall will talk about the 2020 Community Relations Opportunities on behalf of F. Zhu.

Moved by: F. Zhu  
Seconded by: R. Shimoda

THAT the Agenda be approved as amended.

CARRIED

6. Adoption of Minutes

Moved by: F. Zhu  
Seconded by: T. Wachmann

THAT the Minutes of the Library Board meeting held December 11, 2019 be adopted.

CARRIED

7. Business Arising from Minutes

None

8. Director

a) Updates

S. Hall reviewed the Director's Update and provided additional information on the following:

- Operating Agreement – S. Hall, T. Wachmann and E. Fiss have formed an ad hoc subcommittee to draft the terms. Once a sample/draft agreement has been completed, it will be brought to the Board for discussion prior to formally approaching the DWV.
- 2020 Capital Requests – S. Hall will be attending a closed session with Council where Capital Requests will be discussed. The library's capital requests were not passed in 2019, which means the 10 year capital plan is now a year behind.
- S. Hall will present at the February 24 Council meeting – essentially this will be for the '90 days in' perspective as a new director.

J. Stirk commented that it would be good if a few Trustees could attend the Council meeting to support S. Hall.

- Adult Programming Theme Climate Change – P. Cumming spoke about the plans for this year's theme entitled "Climate Future". There will be Climate Cafés with community facilitators who will talk about how to reduce our footprint. From the discussions in these cafés, a tool kit will be developed with suggestions on what patrons can do. The cafés will also provide ideas on the types of programming to be planned. There will be a reading challenge with a list of recommended books on the topic as well.

The WVML Foundation is funding the programming and SFU has provided a micro-grant for the Climate Cafés.

*P. Cumming excused herself at 7:27 p.m.*

## 9. Governance

### a) Trustee Orientation and Tour

L. Breen will schedule the orientation (delivered by S. Hall, with J. Stirk) and Library tour (delivered by Library staff). Trustees who would like the training can opt to attend one or both.

### b) BCLTA Training

The BC Library Trustees Association (BCLTA) offers two useful workshops:

- Governance Leadership (formerly Chairing the Board) on March 7
- Governance (formerly Trustee Orientation Program) on either March 21 or 22.

### c) Agenda items for the year (document emailed and received for information)

*F. Zhu excused herself at 7:43 p.m.*

### d) Shared North Shore Board Meeting

A joint meeting of the North Shore Library Boards has been proposed. J. Stirk asked the Trustees to think about possible discussion topics.

## 10. Strategy

### a) Strategic Plan Research Revision

S. Hall provided the Board with an updated schedule of major milestones and target dates. She also reminded the Trustees that the day and a half workshop for the content creation is planned for Friday, April 24 and Saturday, April 25.

## 11. Finance

### a) Annual Budget & Financial Reporting Cycle

R. Shimoda reviewed the 2020 Budget cycle. S. Gill added that the 2019 Q4 report will be presented to the Trustees in April as well as the 2020 Q1 results. The Board will also adopt the Library's Operating and Capital budgets at that meeting.

## 12. Advocacy and Community Relations

### a) January 2020 Community Relations Report

S. Hall highlighted three upcoming events.

- February 6 – Community Meet & Greet with the Library Director
- February 24 – Introduction of the new Library Director to Council
- February 26 – Coffee with the Mayor at the Library

In addition, she passed on Felicia's recommendation of the 'Weaving our Humanity' event. In past years this has been very moving.

## 13. Permanent Art Committee

E. Fiss, S. Hall and Kim Smith from Blue Sky Architecture, met to discuss the donations of a sculpture by a patron and photographs by a local photographer.

The Committee are moving towards accepting the sculpture. However, before this can be finalized, they will need to have further discussions about the donation agreement, art appraisal and display requirements.

The photographs were referred back to Taren, and she can pursue the idea of a temporary rather than adding them to our permanent art collection, as the library has many framed photographs and no great way to store them. If the photographer is agreeable, the Library could also add them to the digital photo database.

## 14. Foundation

The report on the Foundation was moved to the Closed Session.

15. Correspondence

No correspondence.

16. New Business

None

17. Date of Next Meeting

Wednesday, February 19, 2020, 7:00 p.m.

18. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:06 p.m.



Vice-Chair  
WVML Board

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