



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
June 17, 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. Gill, S. Barton-Bridges

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

Moved by: A. Krawczyk
Seconded by: N. Sunderji

THAT the Agenda be approved as circulated.

CARRIED

5. Adoption of Minutes

Moved by: T. Wachmann

Seconded by: F. Zhu

THAT the Minutes of the Library Board meeting held May 20, 2020 be adopted.

CARRIED

6. Business Arising from Minutes

None

R. Shimoda entered the meeting at 6:09 p.m.

7. Director

S. Hall advised that the Head of Communications, Sarah Barton-Bridges, would be providing a preview of the Library's new website.

a) Update

S. Hall summarized the reopening activities which will be discussed in detail during the Closed Session.

b) Kanopy

S. Felkar presented a PowerPoint with statistics and graphs indicating the usage of the Library's streaming video platform Kanopy. Children's titles are the most popular so far. In general, usage is growing, so we anticipate an increase in costs next year. Feedback on the service is extremely positive.

c) Website

S. Barton-Bridges provided the Trustees with a brief overview of her background since this was her first meeting with the Board. She then gave them a tour of the new home page. In developing the website, patron navigation skills were taken into consideration and traffic patterns studied. 119 people also participated in a survey and many of the major changes are based on their comments and the results of a 'heat map' study that tracked behaviour. Currently the website is in the testing phase and it is anticipated the launch will be in late July or early August.

S. Hall added that S. Barton-Bridges has been extremely busy with the communications for the Library reopening.

J. Stirk expressed her appreciations to S. Barton-Bridges for all the work she and her team have been doing.

8. Governance

An Ad Hoc Committee comprised of E. Fiss, T. Wachmann and A. Krawczyk are working on a high level document clarifying the relationship between the Library and the District. It will cover all areas including the District Finance, Legislative Services and Human Resources departments. E. Fiss advised that when the document is completed, it will be presented to the Board before going to the District for review.

J. Stirk added that she was in attendance when Nina Leemhuis, the retiring CAO, visited the Library to say good-bye. She presented her with a letter on behalf of the Board. The new CAO, Robert Bartlett, will be starting in July and J. Stirk suggested that it would be a good idea for the Trustees to meet with him in early fall.

9. Strategy

Planning deferred until September.

10. Finance

a) 2020 Library Amended Funding Distribution

The 2020 Foundation funding request approved by the Board last year has been amended because of significant changes due to the pandemic, including reductions in District budgets. The Board Finance Committee reviewed the revisions thoroughly. S. Gill highlighted the changes and noted that they were one-time only requests.

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

THAT the WVML Board approve the submission of the Library's 2020 amended funding distribution request for a total of \$477,431, subject to the consent of the Foundation.

CARRIED

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

THAT the WVML Board approve the receipt and expenditure of the amended funding from the Library Foundation in the amount of \$477,431 provided that the Library Foundation consents to the distribution.

CARRIED

A. Nimmons thanked S. Gill and S. Hall for the positive relationship they have cultivated with the Foundation.

11. Advocacy and Community Relations

F. Zhu expressed her appreciation of J. Stirk for her recent initiatives in advocating for the Library with the Mayor and Council as well as the CAO. She also thanked her for representing the Board when the CAO came to the Library to say farewell.

S. Hall advised that as the province looks forward to its 2021 Budget, it is important to continue to solicit the government's support for public libraries and highlight how valuable the services are to their communities.

The Annual Community Report has been delayed. The graphic design is complete, but the text needs to be finalized. It should be ready by September. J. Stirk advised that a presentation to Council could be arranged at the same time.

12. Correspondence

None

13. New Business

None

14. Date of Next Meeting

Wednesday, July 15, 2020, 6:00 p.m.

15. Adjournment

Moved by: C. Garton


Seconded by: P. Cottier

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:55 p.m.

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



CHAIR
West Vancouver
Memorial Library Board