



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
May 20, 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

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 Agenda

Moved by: E. Fiss

Seconded by: N. Sunderji

THAT the Agenda be approved as circulated.

CARRIED

4. Adoption of Minutes

Moved by: C. Garton

Seconded by: P. Cottier

THAT the Minutes of the Library Board meeting held April 22, 2020 be adopted.

CARRIED

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4083543-V1

5. Business Arising from Minutes

None

6. Director

a) Update

Current Services

S. Hall highlighted the following:

- We've received many positive comments on the Library Takeout service which launched on May 19 and it's been great for staff to reconnect with patrons
- Returned items are being accepted during Library Takeout hours
- One LA1 has returned temporarily after being laid off
- Very moving feedback about the seniors' book delivery continues to be received. These are people who may be quite isolated, so the service makes a huge difference in their lives.
- LibraryConnect numbers remain strong
- The online programs are extremely popular and it is hard to keep up with the demand

S. Hall advised that due to the popularity of LibraryConnect, the seniors' book delivery and the online programs, the Senior Staff will need consider how to maintain these services after the Library re-opens.

Library Re-opening

S. Hall advised the Trustees that the re-opening of the Library will be done in phases and she is drafting a plan for their review. In each phase there will be numerous factors that will be carefully considered to ensure the safety of both the patrons and the employees before moving forward.

A discussion ensued on managing risk, hours of operation, cleaning protocols, the services important to the community and on the need for public computers. S. Felkar provided information on the importance of this service to the community. She has been in discussion with other libraries about their plans on how to offer computer access while taking into consideration all the safety protocols.

Key requirements for re-opening:

- occupancy model
- WorkSafe BC COVID-19 Safety plan
- administrative policies and procedures
- Safety equipment, cleaning supplies, and any required PPE

- review of financial model with the District, given the amended budget was based on a projected re-opening date of Sept. 1
- the Library is voluntarily participating in the District's 'Restart' committee. This committee ensures that liability, HR, and budget concerns are addressed when major services come back online. The committee then provides recommendations to the District's Executive Committee. This cannot take the place of Library Board approval in any, but does provide a way of coordinating budgetary and liability considerations from the District's point of view.

S. Hall advised that she is working on a task force with the other libraries to determine the best practices in the re-opening of their facilities. There are approximately 10 different protocols that are being reviewed.

The Chair noted that there will be public pressure if the Library doesn't move quickly enough to re-open. S. Hall said she will expedite the process as much as possible.

In addition, S. Hall raised the idea of converting the rooftop parking lot into a readers' café with umbrellas, tables and chairs appropriately spaced.

Pros:

- outdoor spaces are considered safer in terms of virus transmission
- we will not have interior seating to start, so it would provide an alternative
- it could be seen as festive

Cons

- administrative issues
- loss of parking

The Board were supportive of the idea as they thought it could be a nice way for people to still come together while maintaining social distancing. S. Hall will research further and come back to the board.

Life at the Library

The monthly Life at the Library report will become a somewhat more standard quarterly report (including program highlights and statistical information). The Board were agreeable to the change.

7. Governance

In order to avoid for misunderstandings due to lack of familiarity with library governance, the Ad Hoc Committee on governance is developing guidance. Considering the arrival of a new CAO, it will be opportune for the library to provide a basic orientation to our governance structure and role within the community of West Vancouver. The Chair proposed that S. Hall work with the task group that is creating the draft operating

protocol for discussion with the District to develop this orientation.

8. Strategy

The Chair proposed two options for the Strategic Planning process.

1. The Trustees work on developing the Plan during the summer.
2. Extend the current Strategic Plan to 2021 and do the work on the new Plan in the fall.

The Board agreed to the 2nd option. The Chair added that this will also give the Trustees time to reflect on the lessons learned from managing the COVID-19 process which can be taken into consideration when developing the new Plan. She recommended the Board further discuss the interim Strategic Plan at the next meeting.

9. Finance

S. Gill provided the Committee with a detailed review of the 2020 Budget and Q1 Report. A. Nimmons thanked him for all the work he has done in a difficult budget year.

a) 2020 Budget

The 2020 Budget being presented for approval has been revised by Council to take into account the COVID-19 situation. The Operating and Revenue reductions are based on the Library being closed until Sept. 1. However, with the re-opening coming sooner, an amendment to the Budget will need to be done.

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

THAT the WVML Board adopt the Library's 2020 Operating and Capital Budgets as presented.

CARRIED

b) 2020 Q1 Report

S. Gill reviewed the report and provided an explanation for the variances.

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

THAT The WVML Board accept the 2020 Q1 Operating and Capital results as presented.

CARRIED

10. Advocacy and Community Relations

The Chair wrote a letter to the Mayor and Council advising them of all the work the Library has been doing.

F. Zhu added that the BCLTA is holding a Trustee Meet-up on May 25 and she encouraged Board members to attend.

11. Correspondence

None

12. New Business

The Foundation is sponsoring a Signature Series of programs, but this is a new item that will come forward in the revised Foundation ask. Since the planning needs to start immediately, S. Hall requested Board approval to proceed. The board agreed.

13. Date of Next Meeting

Wednesday, June 17, 2020, 6:00 p.m.

14. Adjournment


It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:38 p.m.

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


CHAIR
West Vancouver 1083543-V1
Memorial Library Board