



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
For the meeting of  
July 17, 2019  
Welsh Hall East**

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

**Regrets:** A. Krawczyk, A. Nimmons, J. Stirk

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

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

P. Cumming noted an error in the Director's Report with regard to the Shared Journeys launch on page 2. Sara Mohamadkhani is a Director of the West Vancouver Foundation, not the WVML Foundation.

It was duly moved and seconded:

THAT the Consent Agenda be approved as amended.

CARRIED

4. Approval of Agenda

F. Zhu requested that under item 10. Advocacy and Community Relations, the addition of  
b) Councillor Coffees.

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

THAT the Agenda be approved as amended.

CARRIED

5. Adoption of Minutes

The draft minutes in the Board package still had track changes indicated. This will be corrected in the final document.

Moved by: J.A. Telford  
Seconded by: F. Zhu

THAT the Minutes of the Library Board meeting held June 19, 2019 be adopted as amended.

CARRIED

6. Director

a) 2020 Strategic Initiatives Plan

Acting Director Pat Cumming presented the 2020 Strategic Initiatives Plan, indicating that there may be challenges in completing the initiatives given recent staffing changes.

The Trustees requested that the 2020 Strategic Initiatives Plan remain as is in order to preserve the excellent planning that went into the creation of the document. Incomplete projects can be noted and explained in the 2020 reporting process.

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

THAT the WVML Board support the 2020 Strategic Initiatives Plan, as presented.

CARRIED

7. Governance

a) Third Party Promotion Policy

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As requested at the June Board meeting, S. Kent presented the draft Policy which covers the content of promotional materials or presentations within the Library. The Trustees asked about third party promotion on the website and social media. S. Kent advised that there are guidelines, but further review and discussion would be needed to include these and a more in-depth policy developed.

Moved by: D. Carter  
Seconded by: C. Garton

THAT the WVML Board approve Section 5.6 Third Party Promotion Policy as presented, and amend the Policy Manual accordingly.

CARRIED

8. Strategy

No report.

9. Finance

a) 2019 Mid-Year Budget Amendment

Moved by: D. Carter  
Seconded by: K.R. Shimoda

THAT the WVML Board approve the 2019 Mid-Year Budget Amendment submission to the District as presented.

CARRIED

b) 2020 Foundation Funding Distribution Request

S. Felkar requested the total be revised to \$363,835. S. Felkar will provide the Board Finance Committee with the revised figures for the request prior to its submission to the WVML Foundation.

Moved by: D. Carter  
Seconded by: K.R. Shimoda

THAT the WVML Board approve the submission of the Library's 2020 funding distribution request to the Foundation for a total of \$363,835 as

follows, subject to the assent of the Library Board Finance Committee prior to submission to the Foundation for approval.

- 1) \$168,300 for music collections, programs and a capital project from the Robert L. Welsh Fund, subject to the consent of the Foundation;
- 2) \$11,500 from the Restricted Purpose Home Services Fund;
- 3) \$180,035 for collections, programming and technology;
- 4) \$4,000 from the Library Trust Fund

CARRIED

## 10. Advocacy and Community Relations

### a) July 2019 Community Relations Report

Due to a lack of time at the July 15 Council meeting, P. Cumming and Board Vice-Chair Eric Fiss were unable to present the 2018 Annual Community Report. The presentation has been deferred. D. Carter commented on the look and clarity of the Annual Community Report and thanked the staff for all the work they did on it.

F. Zhu thanked all the Trustees who were at the Shared Journeys launch and the staff who worked on the event. She added that it was well attended and the patrons were very interested in the program.

### b) Councillor Coffees

F. Zhu suggested postponing the meetings with the Council members until after the Annual Community Report presentation. P. Lambur advised that most of the Councillors will be available during the summer and that the meetings could still be arranged in August.

## 11. Foundation

The Trustees previewed the Foundation video and commended them on its quality.

## 12. Correspondence

None

## 13. New Business

None

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14. Date of Next Meeting

Wednesday, September 18, 2019, 6:00 p.m.

*P. Cumming, S. Felkar, S. Kent, M. Yule and L. Breen excused themselves from the meeting at 7:19 p.m.*

15. Closed Meeting

It was duly moved and seconded:

THAT the WVML Library Board approve the exclusion of the public in order to hold a closed session.

CARRIED

The Board proceeded with the closed meeting at 7:15 p.m.

16. Adjournment


It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:50 p.m.

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

  
**CHAIR**  
**West Vancouver**  
**Memorial Library Board**