



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
September 16, 2020
Via Zoom Conference**

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

Regrets: N. Sunderji

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

1. Call to Order

The meeting was called to order at 6:58 p.m.

2. Public Comments

No members of the public were present.

3. Approval of the Consent Agenda

No items on the Consent Agenda

4. Approval of Agenda

Moved by: R. Shimoda

Seconded by: T. Wachmann

THAT the Agenda be approved as circulated.

CARRIED

5. Adoption of Minutes

Moved by: A. Krawczyk

Seconded by: P. Cottier

THAT the Minutes of the Library Board meeting held July 15, 2020 be adopted.

CARRIED

6. Business Arising from Minutes

None

7. Director

a) Update

S. Hall reviewed the Report and highlighted the following:

Seating Reintegration – The situation is currently being monitored, but because of the rising number of COVID cases, the Library has not yet added any seating. However, there will be a demand with the students going back to school. The Senior Staff would prefer to preserve service and access to our collection for older adults who are our primary demographic. The rooftop patio will remain open as long as it is feasible.

A question was raised about the Library's policy on wearing masks as the District is now requiring all staff to wear one. S. Hall advised that the Library has strengthened its messaging to the public, but Vancouver Coastal Health does not recommend making it mandatory.

Evening Openings – S. Hall advised that the Library was planning on opening on Tuesday and Thursday evenings. The Board was supportive of this move.

b) Holiday Closures

S. Hall proposed the Library be closed on Remembrance Day since there will not be any commemoration at the cenotaph this year. The Legion is planning a small ceremony at the cemetery.

S. Hall also advised that in December, the District will be closing their facilities from the 24 to 31. However, she thought it would be a hardship on the community if the Library followed suit. She asked the Board to approve the closure on December 24. The Library would be open as usual between December 29 and 31.

Moved by: J. Stirk
Seconded by: R. Shimoda

THAT the WVML Board approve the Library being closed on November 11, Remembrance Day, and December 24, 2020.

CARRIED

8. Governance

a) Code of Conduct

S. Hall provided a recap on the series of incidents which prompted the reason for the proposed change to the Code of Conduct Policy. She will also ask the District's Legislative Services for their feedback. S. Hall will present the final Policy to the Board in October for their approval.

The Board supported the Policy change, but added that it should include the virtual environment as well.

b) Banning Guidelines

The banning guidelines have been updated in conjunction with the change to the Code of Conduct. S. Hall talked about the banning process and asked the Trustees for their comments. The guidelines are administrative procedures rather than policy, but she thought it was important for the Board to be aware.

c) Annual Community Report

S. Hall reviewed the 2019 Annual Community Report. She congratulated J. Benedict and P. Cumming for their contributions and for guiding the Library through all the accomplishments over the past year.

9. Strategy

a) Strategic Planning Session – September 23

S. Hall reminded the Trustees of the upcoming planning session on September 23. Today's workshop prior to the Board meeting will provide useful information to facilitator.

10. Finance

a) Annual Budget & Financial Reporting Cycle

S. Gill updated the Board on the Library's progress in the budget cycle. He also advised that he is currently working on the draft 2021 Budget which the Trustees would normally have approved this month. However, the District procedures have

been shifted and the Library is awaiting guidance from them before we can complete our proposed Budget.

b) 2020 Q2 Report

Overall, the Q2 financials are as expected. S. Gill highlighted some of the anomalies in the Operating budget which were due to staffing changes, a cut to the book budget and the timing of some of the annual payments.

In addition, it has been confirmed that the \$60,000.00 carried forward from 2019 is still available this year. S. Gill will follow up with the District to find out whether it can be carried forward to 2021.

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

THAT the WVML Board accept the 2020 Q2 Operating and Capital results as presented.

CARRIED

c) 2021 Draft Proposed Operating and Capital Budget

S. Hall advised that all the municipalities are facing challenges in developing their 2021 budgets because of the uncertainty in the future. The draft 2021 Operating and Capital Budget was provided to the Board for information purposes in order to give them an opportunity to review what is being proposed before being asked to approve it at the October meeting. The starting point in the draft budget are the 2020 requests not approved by Council.

In addition, a question was raised about eliminating fines. S. Hall stated that it probably would not be a good time to consider this as Council may not be open to removing this revenue stream during a difficult budget year. The Board agreed that the elimination of fines should be reviewed at a later date at the Director's discretion.

d) Coffee Shop Closure and Re-opening

The District bases the rental of the space for their coffee shops on a percentage of sales. S. Gill proposed the Library temporarily follow suit in order to give the Caffeination owner financial relief until the end of this year.

Moved by: F Zhu
Seconded by: R. Shimoda

THAT the WVML Board approve basing the rent for the Caffeination Coffee Shop on 10% of the monthly gross sales, net of taxes, for the period of March to December 2020.

CARRIED

11. Advocacy and Community Relations

No report

12. Correspondence

None

13. New Business

None

14. Date of Next Meeting

Wednesday, October 21, 2020, 6:00 p.m.

15. Adjournment

The Chair thanked S. Gill for his financial reports and S. Felkar for her participation.

Moved by: R. Shimoda
Seconded by: P. Cottier

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:22 p.m.

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



Eric Fiss
Vice-Chair