



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
July 15, 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 6:02 p.m.

2. Public Comments

No members of the public were present.

3. Approval of the Consent Agenda

Moved by: P. Cottier

Seconded by: A. Krawczyk

THAT the Consent Agenda be approved as circulated.

CARRIED

4. Approval of Agenda

Under item 7. Governance, b) Working Group Update was added and under item 9. Finance, d) Expenses in Director Approved Fund was also added.

Moved by: N. Sunderji

Seconded by: P. Lambur

THAT the Agenda be approved as amended.

CARRIED

5. Adoption of Minutes

Moved by: P. Cottier
Seconded by: N. Sunderji

THAT the Minutes of the Library Board meeting held June 17, 2020 be adopted.

CARRIED

6. Business Arising from Minutes

None

7. Director

a) Update

S. Hall reviewed the report. She noted that the reopening plan was working well. Indoor seating is not being considered at the moment, but the rooftop patio will be open on July 21.

S. Hall congratulated the staff for the fantastic work they have done to prepare the Library for reopening. The Chair added that the Trustees are conscious of the stress and anxiety the staff may be feeling and are very empathetic. The health and safety of all employees is a critical concern of the Board.

b) 2020 Mid-Year Grant Approval

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

THAT the WVML Board approve the expenditure of the 2020 Provincial Technology Grant of \$21, 931.00 and the West Vancouver Foundation Grant of \$15,000.00 to enhance the Library's technology collections and infrastructure.

CARRIED

8. Governance

a) Board Orientation Date

S. Hall is planning an orientation session for four of the Trustees tentatively in late July or early September. The Chair suggested extending an invitation to the new Foundation Directors as well. S. Hall will talk to the Foundation Chair about this.

b) Ad Hoc Committee Update

S. Hall is reviewing the work the Committee has done on the operating protocol and will be fine-tuning it for the Board's consideration. It will then be presented to the District for their input. The purpose is simply to reflect the current practices and ensure clarity on governance and the working relationship between the Library and the District.

The Chair will arrange to meet with the new CAO to give him advance notice on the purpose of this initiative.

9. Strategy

a) Strategic Planning Update

Strategic Planning will resume in the fall. The Board will need to bear in mind the lessons learned from the current situation when considering the Library's future direction. S. Hall advised that the Senior Staff have expressed concern around their current capacity for long-range planning given changing conditions and general depletion following the extraordinary activity levels they sustained throughout most of Q2.

10. Finance

a) 2020 Mid-Year Budget Amendment

In April, the Board approved the revised Budget based on the Library reopening in the fall. The Budget amendment currently being presented is based on the earlier reopening and the actual conditions. The Finance Committee has reviewed the changes.

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

THAT the WVML Board approve the 2020 Mid-Year Budget Amendment submission to the District as presented.

CARRIED

b) 2021 Funding Distribution Request to the Foundation

A. Nimmons expressed his gratitude to the Foundation for the time they took to make the Library's requests work even though they had concerns about their funds supporting operating costs. They were reassured that this was not a precedent setting situation, but a one-time request.

Moved by: A. Krawczyk
Seconded by: A. Nimmons

THAT the WVML Board recognizes and thanks the WVML Foundation for their support in these exceptional circumstances and acknowledges and understands that their purpose is to enhance the Library.

CARRIED UNANIMOUSLY

The Board was very thankful for the Foundation's support and co-operation.

S. Gill reviewed the Foundation request and indicated the areas where the Library has requested an increase in funding.

C. Garton thanked S. Gill for all the work he has done and on providing a detailed report.

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

THAT the WVML Board approve the submission of the Library's funding distribution request to the Foundation for a total of \$428,350.00 in 2021 as follows:

\$121,116.00 for collections
\$176,234.00 for programming
\$131,000.00 for technology and projects

CARRIED

c) 2021 Funding Distribution Request to the Friends

S. Gill advised that the amount requested is less than in previous years because a number of projects/programs are not able to go ahead as originally planned. In addition, the Friends fundraising opportunities were reduced because of the Library's closure.

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

THAT the WVML Board approve the submission of the Library's 2021 funding distribution request to the Friends for a total of \$18,950.00 as follows:

1. \$3,500.00 for collections;
2. \$13,700.00 for programming;
3. \$1,750.00 for promotion

CARRIED

d) Director-Approved Fund Report

S. Hall reviewed the report. She thanked the Trustees and Foundation for approving this fund to cover these one time expenditures related to COVID-19. The Library will try to recover some of the costs from EMBC funding if possible.

It was duly moved and seconded:

THAT the WVML Board receive the Director-Approved Fund Report for information.

CARRIED

11. Advocacy and Community Relations

a) Request for Joint Informal Meeting of the Foundation Board and Library Board

It was previously discussed under item 8. Governance to invite the Foundation Directors to the Board orientation session.

At present, there is still caution around in person meetings.

12. Correspondence

a) Letter of thanks to InterLINK

A letter was sent to the InterLINK Board Chair thanking them for the 2019 compensation cheque the Library received.

b) Letter from WVML Foundation

The Foundation sent the Board a letter confirming their approval of the 2020 amended funding request.

13. New Business

a) Upcoming Stat Holidays

S. Hall proposed that for Labour Day, September 7 and Thanksgiving, October 12, the Library be closed on the Saturday prior to the stat holiday. The Trustees agreed.

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

THAT the WVML Board agree to the Library being closed on the Saturday preceding the Labour Day and Thanksgiving stat holidays.

CARRIED

b) Infrastructure: Planning

Discussion moved to the Closed meeting.

14. Date of Next Meeting

Wednesday, September 16, 2020, 6:00 p.m.

15. Adjournment


Moved by: P. Cottier
Seconded by: N. Sunderji

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:14 p.m.

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


CHAIR
West Vancouver
Memorial Library Board 4102375-V1