



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
October 21, 2020
Via Zoom Conference**

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

Regrets: J. Stirk, N. Sunderji

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

Moved by: E. Fiss

Seconded by: P. Lambur

THAT the Consent Agenda be approved as circulated.

CARRIED

4. Approval of Agenda

S. Hall asked to defer item 9. Strategy to the November Library Board meeting.

Moved by: P. Lambur

Seconded by: A. Krawczyk

THAT the Agenda be approved as amended.

CARRIED

5. Adoption of Minutes

Moved by: P. Cottier
Seconded by: T. Wachmann

THAT the Minutes of the Library Board meeting held September 16, 2020 be adopted.

CARRIED

6. Business Arising from Minutes

A question was raised about what the Library was planning for Remembrance Day since there will be no ceremony at the cenotaph this year. S. Hall advised that there will be a display around the Book of Remembrance and a page on the website with information about ways to commemorate the day.

7. Director

a) The monthly *Director's Update* was circulated

S. Hall reviewed the Update and highlighted the following:

Seating – We are continuing cautiously given rising Covid case counts and have not yet re-introduced public seating. There is increasing public demand for study seating and lounge seating. We will continue to monitor the situation. Our priority is to maintain a safe environment for browsing, and many have expressed deep appreciation for this. The board expressed support for this continued careful approach.

Hours – we analysed our remaining budget and were able to add evening hours on Tuesdays and Thursdays until 7:30. Patrons have asked for the restoration of Sunday and Monday service, and we will reflect 7-day service in our 2021 budget development.

Rooftop Patio - The patio is winding down so once the exterior stairs are completed, parking in this area may be restored. However, Senior Staff have expressed an interest in using this space for hosting programs when the good weather returns since there is plenty of room for appropriate social distancing.

TEDx Countdown – E. Fiss, who attended the event, was asked for his feedback. He said that it was well organized, very interesting and covered climate actions that governments as well as citizens could take. He also added that the involvement of the three North Shore libraries was seamless. C. Garton attended a few sessions as well and commented on how well done it was.

b) The *Q2 Director's Report* was circulated

S. Barton-Bridges asked the Trustees for their feedback and whether they would like any changes. She said that a similar template will be used going forward. The Board was highly appreciative of the changes to the report, which is much briefer than the prior reporting format from 2019 and past years. They liked the layout and targeted content. Ideas for future issues included:

- notation be made that the financials in the report are unaudited
- possible changes in the format of the financials
- inclusion of comparative stats from time to time
- mention of the Friends of the Library activities from time to time

S. Barton-Bridges advised that the Q3 Director's Report will be presented at the November Board meeting so it will be back on track for each quarter. The Director's Reports will be posted on the website after the Trustees have reviewed it.

8. Governance

a) Code of Conduct

The updated Code of Conduct was circulated for review at the September Board meeting, and was then submitted to Legislative Services at the District for any comment. One change was made: to include mention of health and safety guidelines.

Moved by: P. Cottier
Seconded by: C. Garton

THAT the WVML Board adopt the revised Section 4.3 Code of Conduct Policy as presented.

CARRIED

9. Strategy

Deferred to the November Board meeting.

10. Finance

S. Hall and the Senior Staff have been working closely with the District on the Budget, and due to the unusual uncertainty caused by effects of the pandemic, the budget development process and timing are somewhat different from prior years.

11. Advocacy and Community Relations

The Trustees asked about opening up the Board's Zoom meetings to the public. Staff will work on having this in place for the November meeting.

12. Correspondence

None

13. New Business

None

14. Date of Next Meeting

Wednesday, November 18, 2020, 6:00 p.m.

15. Adjournment


Moved by: F. Zhu
Seconded by: P. Lambur

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:44 p.m.

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


CHAIR
West Vancouver
Memorial Library Board