



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
January 20, 2021
Via Zoom Conference**

Present: A. Nimmons [Chair], P. Cottier, N. Gambioli, C. Garton, A. Krawczyk, R. Shimoda, J. Sidhu, J. Stirk, T. Wachmann, F. Zhu

Regrets: N. Sunderji

Staff: S. Hall, S. Barton-Bridges, L. Breen, S. Felkar, S. Gill, S. Ozirny, M. Yule

The Chair welcomed the new Board members, J. Sidhu and Councillor Gambioli, at 7:00 p.m. He asked the Trustees and staff to introduce themselves.

1. Call to Order

The meeting was called to order at 7:26 p.m.

2. Approval of Agenda

Moved by: F. Zhu
Seconded by: C. Garton

THAT the Agenda be approved as circulated.

CARRIED

3. Approval of the Consent Agenda

Moved by: A. Krawczyk
Seconded by: P. Cottier

THAT the Consent Agenda be approved as circulated.

CARRIED

4. Business Arising from Minutes

None

5. Director

- a) S. Hall reviewed the Update. She highlighted the expansion of the Library's services which include returning to a 7-day a week operation, the reopening of the Peters Reading Room and a drop-in rather than a reservation system for the public computers.

S. Hall also reminded Board members of her presentation to Council on January 25 and encouraged them to attend.

- b) 2021 Library Open Stat Holidays

S. Hall had a discussion with the Senior Staff and they proposed the Library should be open on the following 2021 stat holidays:

- Family Day – February 15
- Victoria Day – May 24
- Canada Day – July 1
- Remembrance Day – November 11

Moved by: R. Shimoda

Seconded by: T. Wachmann

THAT the WVML Board approve the Library being open on the proposed 2021 statutory holidays.

CARRIED

- c) 2020 Virtual Youth Program Evaluation Results

S. Ozirny highlighted some of the outcomes of the evaluation. The results were an excellent indicator to the Foundation the value of their support. It also helped identify which were the best programs to continue in the future. Patrons expressed how much they appreciated the connection to their WVML librarians.

S. Ozirny excused herself from the meeting at 7:48 p.m.

6. Governance

- a) Committees - Structure

The list of the 2020 Board Committees and Liaison positions was distributed to the Trustees as well as the Committee Terms of Reference.

The Trustees discussed the Committee structures. It was suggested that the Advocacy Committee include Community Outreach, Inclusion and Diversity. A name change and re-evaluation of the Terms of Reference may be required. Another key Committee is Infrastructure which will help guide the Library facilities.

A. Krawczyk added that he, T. Wachmann and E. Fiss were on an ad hoc Committee to develop a partnership agreement with the District. The Chair confirmed that it is intended for this work to continue in 2021.

b) Committees – Trustee Interests

C. Garton will email Board members to find out the type of involvement they would be interested in. It is hoped that each Trustee will serve on two Committees. She asked that they contact her or the Chair with any additional ideas.

c) Ongoing Education and Environmental Scanning

The Chair proposed continuing to hold workshops for Board Trustees prior to the regular Board meetings. A short discussion ensued with Trustees making suggestions for workshop topics. The Chair asked Trustees to email him with any further suggestions for topics.

7. Strategy

a) Draft Strategic Framework

Trustee feedback was very positive. They requested minor changes to the wording in the Framework and the colours in the Values graphic.

Moved by: R. Shimoda

Seconded: C. Garton

THAT the WVML Board approve the 2021 Strategic Framework as amended.

CARRIED

S. Barton-Bridges excused herself from the meeting at 8:20 p.m.

8. Finance

a) Café Rental

S. Gill proposed an extension of the COVID rental agreement with the coffee shop.

Moved by: P Cottier
Seconded by: R. Shimoda

THAT the WVML Board approve basing the rent for the Caffeination Coffee Shop on 10% of monthly gross sales, net of taxes, for a period of January to May 2021.

CARRIED

b) Operating, Capital and One Time Initiatives Budget Update

S. Gill discussed the updates to 2021 Operating and Capital Budget.

Moved by: T. Wachmann
Seconded: A. Krawczyk

THAT the WVML Board approve the amendments to the 2021 Operating and Capital Budgets as follows:

- a) \$5,328 car allowance reduction from salary and benefits
- b) \$19,012 increase to District-facility capital (2nd floor washrooms)
- c) \$85,000 increase to one-time initiatives as per Dec 2020 Board meeting

CARRIED

c) 2021 Budget & Financial Reporting Cycle

The Budget & Financial Reporting Cycle dates have been updated, but there are no changes to the reporting or time frames from previous years.

9. Advocacy and Community Relations

The Chair asked Councillor Gambioli to provide an update on Council. She highlighted the following:

- The Budget process is moving along quickly and on January 25 the introduction for the proposed 2021 Budget will be presented.
- The Upper Lands survey has been completed, but the results have not yet been tabulated.
- A long term local area plan for Ambleside is upcoming.

The Chair thanked her for update.

10. Correspondence

None

11. New Business

None

12. Date of Next Meeting

Wednesday, February 17, 2021, 7:00 p.m.

13. Adjournment

Moved by: C. Garton

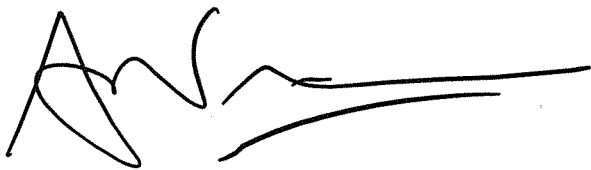
Seconded by: F. Zhu

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:32 p.m.

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

A handwritten signature in black ink, appearing to read 'Alastair Nimmons', with a long horizontal stroke extending to the right.

Alastair Nimmons
Chair, West Vancouver Memorial Library Board