



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
February 17, 2021
Via Zoom Conference**

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

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

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Approval of Agenda

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

THAT the Agenda be approved as circulated.

CARRIED

3. Approval of the Consent Agenda

- January 20, 2021 Minutes (#4196416)
- January Operating Stats (#488614)
- Q4 Director's Report (pdf)
- Welsh Bequest Annual Report (#4184538)
- WVML Technology Presentation (pdf)
- ALA Children and Libraries Article (pdf)
- YAACING article by Youth Librarians (pdf)

Moved by: R. Shimoda
Seconded by: N. Sunderji

THAT the Consent Agenda be approved as circulated.

CARRIED

The Chair asked about the January Operating Stats and how the number of virtual visits is calculated. S. Felkar advised that the total is based on visits to the website, digital collection and catalogue. For on-site visits, there is a gate counter at the door.

With regards to the Welsh Bequest Annual Report, a suggestion was made to partner with other institutions, both local and international, that are also doing online music programs. S. Barton-Bridges added that the Library has had discussions with the Kay Meek Centre on joint programming, but they have not talked about partnering on streaming.

The Trustees also discussed the need to raise the profile of Robert Leslie Welsh and how his bequest has enriched the Library and funded the live and online concerts.

4. Business Arising from Minutes

None

5. Director

a) Update

Report attached. (#4214903)

6. Governance

a) Board Committees & Liaison

C. Garton thanked the Trustees for being very engaged and letting her know their interests. She reviewed the four standing committees and their Chairs:

- 1) Human Resources – A. Nimmons
- 2) Infrastructure – A. Krawczyk
- 3) Finance – R. Shimoda
- 4) Engagement – J. Stirk

There are also three external Liaisons

- 1) InterLINK – R. Shimoda and J. Sidhu (alternate)
- 2) Foundation – F. Zhu and C. Garton (alternate)
- 3) Friends of the Library – P. Cottier and C. Garton (alternate)

The Chairs of the four standing Committees provided a brief overview of what they foresee their task will be in the coming year.

The Chair thanked C. Garton for her work on organizing the committee groups and liaisons.

b) Annual Cycle of Agenda Items and Reports

The 2021 Cycle document was received for information.

c) Business Plan 2021

S. Hall presented the text of the 2021 Business Plan for discussion and approval. The Business Plan flows into departmental workplans.

Moved by: A. Krawczyk

Seconded by: T. Wachmann

THAT the WVML Board approves the text of the 2021 Business Plan as presented.

CARRIED

7. Strategy

a) Strategic Framework

Reporting was discussed and a sample quarterly report was presented. The Board agreed that quarterly Business Plan reporting would replace the Strategic and Operating annual and mid-year reports for 2021 reporting. A final Strategic and Operating report will be presented to the board to close out the 2020 year, the final year of the previous strategic plan.

With the text of the Strategic Framework and 2021 Business Plan finalized, the documents will be formatted as public-facing documents for launch in April, 2021.

8. Finance

a) Amendment to the 2021 Operating and Capital Budget

S. Gill informed the Board that the increase is for a cost of living adjustment.

Moved by: R. Shimoda

Seconded by: P. Cottier

THAT the WVML Board approves the following amendment to the 2021 Operating and Capital Budget:

- a) \$24,243 increase in salary and benefits

CARRIED

9. Council Update

a) NS Young Citizens Forum Presentation

N. Gambioli forwarded the presentation so the Library could gain a better understanding of this age group and consider including them in future consultations or engagement. The Trustees appreciated the information and agreed that youth participation is important.

The Chair suggested that youth could be encouraged to attend the public Library Board meetings. He also asked J. Stirk and the Engagement Committee to discuss having a youth liaison.

In addition, N. Gambioli updated the Board on the following:

- The initial decision by Council on the Budget will be March 8. The proposal for the Operating and Capital is a 1.48% increase and a 3% asset levy to cover buildings in need of repair or maintenance. N. Gambioli noted that numerous emails have been received from the community and this feedback does influence Council's decision making. The Chair recommended that further discussion on the Budget process should be continued in the Board's Closed Session.
- Over 600 residents responded to the Upper Lands survey. Approximately 2/3 support saving Eagleridge and containing the housing within Cypress Village.
- The Ambleside Local Area Plan will begin once the one on Horseshoe Bay has been completed.

S. Hall thanked N. Gambioli for giving the Board some insight into the Council process.

10. Community Relations

J. Stirk reported that the Engagement Committee will be having their first meeting on March 4.

11. Correspondence

None

12. New Business

None

13. Date of Next Meeting

Wednesday, April 21, 2021, 7:00 p.m.

14. Adjournment

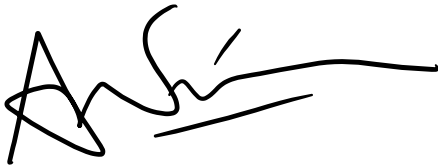
Moved by: J. Sidhu
Seconded by: F. Zhu

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:08 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