



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
For the meeting of  
April 21, 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, L. Breen, S. Felkar, S. Gill, T. Matsuzaki

1. Call to Order

The meeting was called to order at 7:04 p.m.

2. Approval of Agenda

Moved by: F. Zhu

Seconded by: N. Sunderji

THAT the Agenda be approved as circulated.

CARRIED

3. Approval of the Consent Agenda

Moved by: J. Sidhu

Seconded by: R. Shimoda

THAT the Consent Agenda be approved as circulated.

CARRIED

The Chair had asked R. Shimoda to provide additional information on the Bowen Island Public Library (BIPL) Foundation's fundraising and Burnaby Public Library's anti-racism

initiative.

The BIPL Foundation collaborated with several community and arts partners to raise funds for a community square. They connected with select individuals to sponsor fundraising events. The municipality did not contribute to the project, but did provide administrative support by sending letters and printing notices. R. Shimoda noted that fundraising is often more successful when people can see, visit or enjoy the results of their donations.

BPL is participating in a community anti-racism initiative, the Burnaby Coalition Against Racism and Hate. BPL has hired a consultant to interview their Board and staff are doing online, self-directed training.

A. Krawczyk noted that the North Shore has an organization similar to the Coalition, the North Shore Immigrant Inclusion Partnership (NSIIP). He suggested that they be invited to make a presentation at one of the Board workshops.

J. Stirk added that the Engagement Committee will also be talking about other initiatives for Trustees involvement. These will be discussed at the May meeting.

#### 4. Business Arising from Minutes

None

#### 5. Director

S. Hall introduced Tara Matsuzaki, the Acting Head of Customer & Community Experience. Many of the Trustees may already know her from presentations she's given to the Board in the past.

##### a) Update

Report attached. (#4240161)

#### 6. Governance

##### a) Board Development

The Chair asked the Board to think about their professional development, priorities and goals within the Strategic Framework and how their success could be measured.

The Trustees discussed several topics most of which were related to diversity and inclusion. N. Gambioli added that Council has been doing diversity and inclusion

training and the Board may be interested in this as well. F. Zhu also recommended the members subscribe to the BCLTA Newsletter as it provides information on the training courses they offer as well as news on what's happening at other BC libraries.

J. Stirk suggested that at the next Engagement Committee meeting a few of the other Trustees and some of the staff could be invited to talk about their ideas on Board development.

## 7. Strategy

### a) 2020 Strategic and Operating Results Report

This report was required based on our old reporting format, and this is the last time it will be produced, due to our move to a Strategic Framework/Business plan with quarterly reporting. S. Hall provided a brief overview. The Chair received the Report with thanks.

### b) Policy Revision

S. Hall presented housekeeping changes to align with our naming transition from Strategic Plan to Strategic Framework and from Strategic Initiatives to Business Plan.

Moved by: A. Nimmons

Seconded by: P. Cottier

THAT the WVML Board approve the Policy revision as presented.

CARRIED

### c) Q1 Business Plan Report

The Report was provided to the Board for information purposes only, no motion was required. The Chair received the Report with thanks.

## 8. Finance

### a) 2020 Year End Finance Report

S. Gill shared the 2020 Year End financial results. Due to the significant amount of uncertainty and continuous pandemic-related change, spending was highly conservative and open hours remained reduced, in order to leave a buffer for unexpected absences or other emergency items. Therefore, at year end, several lines were somewhat underspent.

The Chair thanked S. Gill and the staff for their close monitoring of budget and careful approach.

b) West Vancouver Foundation \$2,000 Grant

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

THAT the WVML Board approve the expenditure of the 2021 West Vancouver Foundation Grant of \$2,000 for phone-in programming.

CARRIED

c) Foundation Spending Revision

WVML has an opportunity to join a province-wide initiative to purchase the BC Historical Newspapers. The Library would like to participate in a provincial one-time purchase the Vancouver Sun historical newspapers at a cost of \$15,000. It is proposed that the funding fall within the overall funding envelope of the 2021 Foundation request previously approved by both Boards. Staff are seeking approval in principle due to the timing of needing confirmation prior to the mid-year amendment. This item, if approved in principle, would then form part of the mid year ask to the foundation.

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

THAT the WVML Board approve in principle the expenditure of \$15,000 for a Vancouver Sun Historical Newspaper purchase from the Foundation 2021 request by taking the funds out of the underspent Collections and Programming lines.

CARRIED

d) Foundation Draft 2020 Financial Statements

R. Shimoda advised that the Trustees had already reviewed the Financial Statements at the Foundation AGM held prior to the Board meeting.

9. Infrastructure

The Capital budget and one time initiatives, including the HVAC and the space planning, have been approved by Council.

S. Gill has drafted an Expression of Interest (EOI) for the space planning consultants and will ask John Wong, District Manager, Facilities & Assets, to review it. It is expected the EOI will be posted in the next few weeks.

*S. Gill excused himself from the meeting at 8:39 p.m.*

## 10. Community Relations

### a) Role of the Engagement Committee

At the meeting in March, the Committee talked about the need to develop the Board's relationship with Council, politicians and businesses.

### b) Board Inclusion Work

The Committee's goal is to examine community participation levels and try to connect with any community sectors that are not using the Library. Staff will present data we have on Community participation and from this the committee will develop an action plan.

The Board invited the Committee to also lead the Board's self-assessment and development work on inclusion.

## 11. Council Update

N. Gambioli reported that Council will be discussing the creation of an arts centre and the possible adoption of a new child-care plan to address lack of availability.

N. Gambioli was asked whether she would be open to going for a walk with individual Trustees to talk about the relationship between Council and the Board. She was very amenable to the idea. Robert Bartlett, CAO had also mentioned he was open to such a meeting with board chair A. Nimmons.

## 12. New Business

S. Hall advised that the virtual tour of the Library has not yet been completed. She has the basic video footage, but has not had time to edit or put the finishing touches on it. J. Sidhu volunteered to assist her.

## 13. Date of Next Meeting

Wednesday, May 19, 2021, 7:00 p.m.

14. Adjournment

Moved by: C. Garton  
Seconded by: A. Krawczyk

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:56 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 line extending to the right.

Alastair Nimmons  
Chair, West Vancouver Memorial Library Board