



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
For the meeting of  
May 19, 2021  
Via Zoom Conference**

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

Regrets: T. Wachmann

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

1. Call to Order

The meeting was called to order at 7:03 p.m.

2. Approval of Agenda

Moved by: R. Shimoda

Seconded by: J. Sidhu

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

The Chair noted in the Operating Stats that he appreciated having the 2019 pre-COVID data as it provides a better comparison to the Library's current numbers.

4. Business Arising from Minutes

None

5. Director

a) Update

Report attached.

S. Hall added that at the April Board meeting the Trustees approved the West Vancouver Foundation Grant for the phone-in programming. Community Experience Coordinator, L. Brockington, launched 'Dial a Story' which is for people who are not able to connect to a program through Zoom. They dial-in by phone, listen to a story and participate in a discussion. The Library has partnered with the Squamish Nation and have four Elders telling stories as well.

b) Q1 Director's Report

A question was raised about when the Library anticipates opening up seating in the building. S. Hall advised it would be dependent on the provincial health orders and numbers of people vaccinated.

c) 2020 Annual Community Report

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

THAT the WVML Board approve the 2020 Annual Community Report as presented.

CARRIED

6. Governance

No update.

7. Strategy

a) Joint Board Meeting with School Board

The Board acknowledged the excellent work S. Ozirny, Head of Youth Services, and the staff have done in fostering an unparalleled relationship and collaboration with the School District. The Chair suggested that at the next InterLINK meeting R. Shimoda share information about this great partnership that has been established.

## 8. Finance

### a) 2021 Budget Adoption

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

THAT the WVML Board adopt the Library's 2021 Operating and Capital Budgets.

CARRIED

The Chair commended the leadership and staff for developing a great working relationship with the District.

### b) 2021 Q1 Finance Report

R. Shimoda noted the anomalies in Q1 which will be adjusted as the year progresses. A discussion ensued about the possibility of spreading the expenses over the Quarters rather than having to report an overage each time.

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

THAT the WVML Board accept the 2021 Q1 Operating and Capital results as presented.

CARRIED

## 9. Infrastructure

The contract for the cooling tower/chiller system was awarded to PML Professional Mechanical Ltd. The company is in the process of ordering the equipment and the project is expected to be completed next year.

Twelve EOI submissions were received for the space planning project. S. Hall and S. Gill will be shortlisting the applicants.

#### 10. Engagement Committee

J. Stirk advised the Board that the Committee will be meeting on May 31 and all Trustees are welcome to attend.

##### a) Community Participation Data

S. Felkar presented a PowerPoint (doc #4247574)

The Chair thanked S. Felkar for her report.

A question was asked about barriers that may prevent people from coming to the Library. T. Matsuzaki, Head of Customer & Community Experience, advised that a staff Social Inclusion Team has been convened to discuss identified needs and systemic barriers and will be looking at what can be addressed this year.

The Library's 2019 research, including stakeholder interviews, surveys, focus groups, and Community Cafés provided information on inclusion needs and barriers to participation. The Team will re-share those findings for the May 31 Engagement Committee meeting.

#### 11. Council Update

N. Gambioli reported on various issues before council, including:

- Temporary use permits for cannabis stores
- Horseshoe Bay local area plan
- Public survey on the site of the new Arts & Culture Centre
- Seniors' care in the community, given facility closure
- Cypress Village project

#### 12. New Business

None

#### 13. Date of Next Meeting

Wednesday, June 16, 2021, 7:00 p.m.

#### 14. Adjournment

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:28 p.m.

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

A handwritten signature in black ink, appearing to read 'ASi', with a long horizontal flourish extending to the right.

Alastair Nimmons  
Chair, West Vancouver Memorial Library Board