



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
June 16, 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

Guest: Mayor Mary-Ann Booth

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

1. Call to Order

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

2. Approval of Agenda

S. Hall requested the addition of b) Hours under item 6. Director.

Moved by: J. Sidhu

Seconded by: R. Shimoda

THAT the Agenda be approved as amended.

CARRIED

3. Approval of the Consent Agenda

Moved by: F. Zhu

Seconded by: N. Sunderji

THAT the Consent Agenda be approved as circulated.

CARRIED

4. Business Arising from Minutes

None

5. Mayor Booth

The Mayor commented that it has been a busy few years with COVID and now she is trying to personally connect with all the Committees. She wanted to honour the work the Library Board has been doing and thanked them for inviting her to the meeting. The Mayor spoke about how reliant the community is on our services and how responsive the Library was to the changing environment. N. Gambioli also noted that two of the 2021 Community Award recipients were Board Trustees C. Garton and F. Zhu.

The Chair reviewed the Library's Strategic Framework and highlighted the accomplishments over the last year. Upcoming initiatives include a space planning exercise and structural review with a view to best meeting community needs.

S. Hall expressed her appreciation of the support for the Library from the Mayor, Council and the District staff over a challenging year.

The Chair asked the Trustees and staff to introduce themselves and provide a brief background on their experience.

6. Director

a) Update

Report attached.

b) Hours

Based on available budget to the end of the year, S. Hall has proposed extending the open hours after September 7 when the Library returns to 7-day service as follows:

| | |
|-------------------|-------------------|
| Monday – Thursday | 10 a.m. to 8 p.m. |
| Friday | 10 a.m. to 6 p.m. |
| Saturday/ Sunday | 10 a.m. to 5 p.m. |

These hours would be in effect until the end of the year and re-visited for 2022.

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

THAT the WVML Board approve extending the hours open as presented from September 7, 2021 to December 31, 2021.

CARRIED

7. Governance

No update.

8. Strategy

No update.

9. Finance

a) Coffee Shop Revenue

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

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

CARRIED

b) 2021 Library Amended Funding Distribution Request to the Foundation

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

1. THAT the WVML Board approve the submission of the Library's 2021 amended funding distribution request for a total of \$393,736, subject to the consent of the Foundation.
2. THAT the WVML Board approve the receipt and expenditure of the amended funding from the Library Foundation in the amount of \$393,736 provided that the Library Foundation consents to the distribution.

CARRIED

10. Infrastructure

S. Gill advised that there were three space planning consultants shortlisted who moved on to the RFP phase. The deadline for submission is June 17 and he expects that a decision will be made by June 30 with a possible start at the end of July.

11. Engagement Committee

At the Committee meeting in May, T. Matsuzaki made a presentation on Social Inclusion. She talked about the challenges and barriers in the community. The staff working group identified the following as some of the ways to promote inclusion.

- Staff cross-cultural training
- Expand volunteer opportunities
- Inclusion and accessibility in space planning
- Increase non-English communications and programs

J. Stirk added that as the demographics change, it is important for the Board to have some training to gain a better understanding. The main question being 'what is the role of the Library in the community?' She is considering an in-person training session for the Trustees in the fall.

12. Council Update

N. Gambioli advised that Council is working on the Strategic Plan. She also reported on the Arts & Culture facility survey, with report anticipated in July, Navy Jack House, e-bike sharing, a cycling event similar to Cyclovia, changes to rules around alcohol in some public spaces, cannabis stores, and the development at 2195 Gordon Avenue.

13. New Business

None

14. Date of Next Meeting

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

15. Adjournment

Mayor Booth commented that she appreciated hearing the Board's discussion and again thanked them for inviting her to the meeting.

Moved by: R. Shimoda
Seconded by: T. Wachmann

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:36 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', written over a horizontal line.

Alastair Nimmons
Chair, West Vancouver Memorial Library Board