

# West Vancouver Memorial Library Foundation

## Board of Directors Meeting

24 June 2021 at 6:00 p.m.

### Virtual Meeting

**Present:** Heather Kaart (Chair), Rosemary Murchison (Secretary), Andreas Thompson (Past Chair), Anjili Bahadoorsingh, Patricia Bowles, Doug Brown, Cynthia Garton, Lizanne Ross Onder, S. Bengi Sayhan, Lorinda Spooner, Lorena Yu

**Regrets:** Mehran Farmanara, Terry Hodgins

**Guests:** Stephanie Hall, Director; Sarah Barton-Bridges, Head of Communications

#### 1. Call to Order

H. Kaart called the meeting to order at 6:03 p.m.

#### 2. Approval of the Agenda

Move to approve the Agenda by L. Yu, seconded by D. Brown

**Carried.**

#### 3. Declaration of Conflicts

*No conflicts were declared.*

#### 4. Approval of the 27 May 2021 Minutes

Move to approve the 27 May 2021 Minutes by C. Garton, seconded by L. Spooner.

**Carried.**

#### 5. Business arising from the 27 May 2021 meeting and review of outstanding actions

5.1. Investment Policy Review: L. Ross Onder – Work in progress.

5.2. Donor Boards and recognition policy: H. Kaart to follow up.

5.3. Interac for Donations: M. Farmanara researching.

#### 6. Business conducted between meetings

6.1. Raisers Edge / CanadaHelps: H. Kaart advised that all documents relating to the transfer to CanadaHelps are now complete and the new system should be running very shortly. D. Brown advised that he and M. Farmanara had run reports on both systems and the ledger is completely aligned. All data from 2016 till now has been transferred. There is also a complete file for all Raisers Edge transactions. A. Thompson asked that for audit purposes full reports be run on both systems as of 31 May 2021. H. Kaart thanked D. Brown for his work in bringing this transfer to fruition, and A. Thompson specifically mentioned cleaning the data base.

Discussion took place on demos and training. D. Brown will prepare documentation and do an on-line demo in August. Other options, such as webinars, are also available. Formal procedures such as individual access entitlements will also be reviewed.

6.2. Stock Transfers: P. Bowles noted that she had worked with M. Farmanara on stock transfer procedures. The necessary forms and instruction letter are now available.

#### 7. Engagement Committee Updates

7.1. Books+Beyond Campaign: P. Bowles gave a brief update on the campaign and particularly thanked S. Barton-Bridges and her staff for their help with the promotional material. She noted that the experience gained will be very helpful in future, and also that preparation time lines need to be established for future activities. She outlined the various advertising options now under way and also noted that the donor cards are also in Farsi and Mandarin (thanks to the directors concerned). H. Kaart advised that full information will be provided to directors after the next Engagement Committee meeting. This will contain information on the different options available to donors and sponsors, and differentiate between the Books+Beyond Campaign and the Signature Series.

#### 8. Finance Committee Updates:

8.1. Treasurer's Report: H. Kaart read the report previously circulated by M. Farmanara. Donations to date of approximately \$34K include two bequests. Expenses will decrease this year because of the switch to CanadaHelps. The Leith Wheeler portfolio is currently \$4,960,000. M. Farmanara also advised by email that the Foundation's Charity Information Return for 2020 has been filed and confirmation received.

#### 9. Policy & Procedures Manual Update:

9.1. Policy & Procedures Manual: R. Murchison reported that she has started work on this project. It was noted that certain sections will need to be reviewed by the director/officer responsible. All directors are encouraged to participate. Noted that Policy changes need to be approved by the Library Board, and Procedures by the Executive.

#### 10. Any Other Business

10.1. Director, WVML Update: S. Hall noted that the rooftop patio now has the Foundation decals on the tables and the garden boxes are in place. Posters will advise that funding for the patio area comes from the Foundation. The Indigenous story program is full and has received media recognition. Some staff changes will be occurring and there is structural work that will be carried out over the next few months.

10.2. Donor Correspondence: L. Spooner advised that she had received correspondence about an in memoriam third party donation expressing thanks for the library and the services provided. Thanks would normally go to the direct donor, rather than to the relative/friend of the deceased person. Because of privacy concerns, the Foundation cannot go to the third party. It was however agreed that an acknowledgement card could be included with the thank you letter, for the donor to use or not. **ACTION:** A. Bahdoorsingh to work with S. Barton-Bridges on a card design.


10.3. Q2 Donation thank you calls: Calls will need to be made once the information is available.

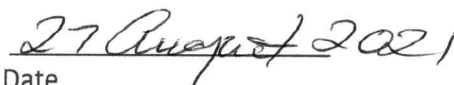
#### 11. Attendance, Next Meeting and Conclusion of Meeting

11.1. Next Board Meeting, **Thursday 26 August, 2021, 6:00 p.m.** ( In person or virtual meeting TBA)

11.2. Move to conclude the meeting by A. Bahadoorsingh, seconded by L. Ross Onder. **Carried.**

11.3. The meeting concluded at 6.49 p.m.

  
Rosemary Murchison, Secretary

  
Date