

West Vancouver Memorial Library Foundation

Board of Directors Meeting

26 August 2021 at 6:00 p.m.

Welsh Hall

Present: Heather Kaart (Chair), S. Bengi Sayhan (Vice Chair), Rosemary Murchison (Secretary), Mehran Farmanara (Treasurer), Andreas Thompson (Past Chair), Anjili Bahadoorsingh, Patricia Bowles, Doug Brown, Cynthia Garton, Terry Hodgins, Lorena Yu

Regrets: Lizanne Ross Onder, Lorinda Spooner

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

1. Call to Order

H. Kaart called the meeting to order at 6:01 p.m.

2. Approval of the Agenda

Move to approve the Agenda by L. Yu, seconded by T. Hodgins **Carried.**

3. Declaration of Conflicts

No conflicts were declared.

4. Approval of the 24 June 2021 Minutes

Move to approve the 24 June 2021 Minutes by D. Brown, seconded by M. Farmanara **Carried.**

5. Business arising from the 24 June 2021 meeting and review of outstanding actions

5.1. Investment Policy Review: L. Ross Onder – Report to follow in September.

5.2. Donor Boards and recognition policy: H. Kaart has provided a request to evaluate our recognition policy to K. Thiessen.

5.3. Interac for Donations: M. Farmanara reported that the Foundation has the ability to make EFT payments if the donor provides full information and signature. Debit cards are not possible. E transfers are also available for donors.

5.4. In Memoriam Card: A. Bahadoorsingh may have more information for the next meeting.

5.5. Policy & Procedures Manual: R. Murchison will be pursuing the manual update.

5.6. CanadaHelps training: D. Brown will arrange individual training shortly.

6. Business conducted between meetings

6.1. CanadaHelps: M. Farmanara advised that S. Barton-Bridges has prepared a training manual for CanadaHelps and staff members have gone through this with him. Procedures for handling donations, invoices etc. are in place. The manual will be updated as the experience level increases. The data will be continuously updated as more information is collected, which is part of the clean-up process. Reconciliation is complete back to 2015.

7. Engagement Committee Updates

- 7.1. BOOKS+beyond Campaign: B. Sayhan advised that the campaign has reached \$20,900 to date given by 56 donors. P. Bowles reported that recent discussions support continuing the campaign quietly and then reinvigorating it with the Fall newsletter, and the Holiday card which can suggest supporting the campaign. This will also stimulate year-end giving. Various options about increasing exposure by mail, inclusion in the North Shore News or social media were discussed. Noted that "Giving Tuesday" with CanadaHelps is November 30.
- 7.2. Newsletter: P. Bowles noted that some directors will very soon be asked to supply information for the newsletter.
- 7.3. Signature Series Update: P. Bowles congratulated C. Garton on obtaining three major sponsors. She outlined the information currently available for four events which are virtual and in November. A sign-up form will be prepared, and invoice issued on completion. Preparation of the promotional material is underway and decisions will be made as to media use.

8. Finance Committee Updates:

- 8.1. Treasurer's Report: M. Farmanara spoke to the previously circulated Treasurer's Report. Donations for the first half of 2021 approximated \$40K, one bequest for \$5K was received and the final instalment of the Mathias Estate for \$15,407 was also received. The securities held in the RBC Direct Investing Account have been sold and the proceeds will either be held in the regular bank account or transferred to Leith Wheeler. The transfer from Raiser's Edge to CanadaHelps is now complete and will result in significant cost savings. Administration costs for H1 2021 were \$8K lower than for H1 2020.
- 8.2. Review Investment Portfolio: M. Farmanara commented on the Q2 Leith Wheeler Portfolio report which had been previously circulated. The investment portfolio on August 13, 2021 was \$5,090,000, \$86K higher than June 30, 2021. Future returns are likely to be more normalized at 5.5% average.
- 8.3. Approval of 2021 Amended Funding Request: M. Farmanara introduced this motion by providing background information. In general terms, the Foundation can support annual funding requests of \$250K - \$280K. 2021 and 2022 required different funding strategies to enable the provision of the Library's need to pivot to meet the changed pandemic conditions. He also noted that the Welsh Fund has been under-utilized but the Funding Requests for both 2021 and 2022 will draw significantly on this Fund. Approximately \$355,000 over the two years will be withdrawn from the Welsh Fund for expenditures relating to music, including the creation of a recording studio. A long discussion followed regarding future possibilities to be funded from the Welsh Fund. S. Hall also advised that a space planning meeting would be held shortly to explore how the existing building might be improved which could also offer opportunities for music related projects.

Moved by T. Hodgins, seconded by B. Sayhan

To consent to the Library's 2021 amended funding distribution request for a total of \$393,736 in 2021 as follows: \$127,766 for collections; \$134,970 for programming; \$131,000 for projects.

Carried

- 8.4. Approval of 2022 Funding Request:

Move by T. Hodgins, seconded by L. Yu

To consent to the distribution of \$430,460 in 2022 as follows: \$117,246 for collections; \$174,214 for programming; \$139,000 for technology and projects.

Carried

9. Policy & Procedures Manual Update:

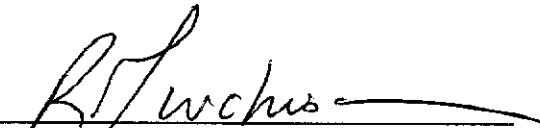
- 9.1. Policy & Procedures Manual: R. Murchison reported that work is continuing on this project. (Note to include on Outstanding Actions list.)

10. Any Other Business

- 10.1. Director, WVML Update: S. Hall spoke to her previously circulated Director's Update. She noted that the building had been highly used as a cooling centre during the heat dome. Regular programming is still on hold. She noted that the library is experiencing a major staff reorganization. A space planning session will be held to which a Foundation representative will be invited. A new program called "Climate Future" is being developed for early 2022. She updated the Signature Series plans and commented on the success of the rooftop garden.
- 10.2. Director Update: H. Kaart advised that A. Thompson is resigning, effective immediately. She expressed thanks from all Directors for his leadership over the years and wished him well for the future. S. Hall also thanked him for his wonderful service.

11. Attendance, Next Meeting and Conclusion of Meeting

- 11.1. Next Board Meeting, **Thursday 30 September, 2021, 6:00 p.m.** (virtual meeting)
- 11.2. Move to conclude the meeting by A. Bahadoorsingh, seconded by B. Sayhan **Carried.**
- 11.3. The meeting concluded at 7:29 p.m.



Rosemary Murchison, Secretary



Date