

West Vancouver Memorial Library Foundation

Board of Directors Meeting

30 September 2021 at 6:00 p.m.

Virtual Meeting

Present: Heather Kaart (Chair), S. Bengi Sayhan (Vice Chair), Rosemary Murchison (Secretary), Mehran Farmanara (Treasurer), Anjili Bahadoorsingh, Patricia Bowles, Doug Brown, Cynthia Garton, Lizanne Ross Onder, Lorinda Spooner, Lorena Yu

Regrets: Terry Hodgins

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

1. Call to Order

H. Kaart called the meeting to order at 6:05 p.m.

She also noted that Canada was marking the first National Day for Truth and Reconciliation.

2. Approval of the Agenda

Move to approve the Agenda by M. Farmanara, seconded by A. Bahadoorsingh **Carried.**

3. Declaration of Conflicts

No conflicts were declared.

4. Approval of the 26 August 2021 Minutes

Move to approve the 26 August 2021 Minutes by B. Sayhan, seconded by M. Farmanara **Carried.**

5. Business arising from the 26 August 2021 meeting and review of outstanding actions

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

5.2. Donor Boards and recognition policy: H. Kaart has provided a request to evaluate our recognition policy to K. Thiessen, which will be undertaken shortly.

5.3. In Memoriam Card: A. Bahadoorsingh will have some samples available shortly which will be circulated to the Executive for review.

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

5.5. CanadaHelps training: D. Brown spoke to training plans for directors, on a one-on-one basis, using the current Signature Series to learn about the system. Some discussion took place on the possibility of creating monthly reports for the Board: this would require structuring what information is needed. He is working with S. Barton-Bridges on the creation of an instruction manual. He urged directors to complete the CH logon process as advised in an earlier email

6. Business conducted between meetings

6.1. All business covered in Agenda item 5.

7. Engagement Committee Updates:

7.1. BOOKS+eyond Campaign: P. Bowles advised that the campaign has generated approximately \$20,000. Promotion will be reactivated towards year end which will also stimulate year-end giving.

- 7.2. Newsletter: P. Bowles advised that the draft text document would be circulated very shortly, and the art work thereafter. Distribution is planned for later in October. It was agreed that it will be both mailed and emailed in early November. The Holiday Card will be mailed in early December. Farsi and Chinese translations of the newsletter will be available in the Library and also available by web link.
- 7.3. Signature Series Update: P. Bowles spoke to the promotional material and contact lists which had been circulated to all directors and asked for feedback. Prospective donors are now being contacted. Discussion took place on the "Summary of Sponsor Benefits" document which had been circulated, specifically regarding the definition of Sponsor Donor Board for the Supporter category. It was agreed that a Signature Series Recognition poster would be created to list donors, which would be displayed prominently in the Library. It was also noted that the Donor Boards were not updated this year but will have a two-year update in February 2022. The administrative process for invoicing donors was also discussed and agreed that it would be handled by Library staff.
- 7.4. Strategic Planning: P. Bowles suggested that a meeting be held in November. More information will follow.

8. Finance Committee Updates:

- 8.1. Treasurer's Report: M. Farmanara advised that donations for Q3 were \$13,800 with YTD being \$54,180. He commented on recent market activity which resulted in a slight drop in the Investment Portfolio account. The cash accounts approximate \$51,000. Some discussion took place on possible ways of mitigating potential losses in the Investment Portfolio account relating to the changing bond market. This will also be part of future discussions about the current Investment Policy review.

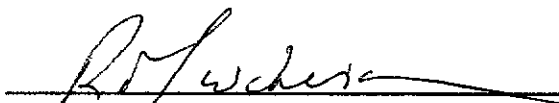
9. Any Other Business

- 9.1. Director, WVML Update: S. Hall spoke to her previously circulated Director's Update. She noted again how popular the rooftop garden has been and patrons want it to continue in future years. The PatronPoint software is just rolling out, the pilot project being funded by the Foundation. Other comments related to the upcoming Signature Series and other programs. She also spoke to staff changes in the Library.

A space planning meeting will be held shortly and representatives from the Foundation Board will be included.

10. Attendance, Next Meeting and Conclusion of Meeting

- 10.1. Next Board Meeting, **Thursday 28 October, 2021, 6:00 p.m.** (location TBA)
- 10.2. Move to conclude the meeting by L.Yu, seconded by M. Farmanara **Carried.**
- 10.3. The meeting concluded at 7:22 p.m.


Rosemary Murchison, Secretary

28 Oct 2021
Date