



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
For the meeting of  
January 19, 2022  
Via Zoom**

Present: A. Nimmons [Chair], C. Garton, P. Cottier, D. Diedericks, N. Gambioli, R. Fisher, A. Krawczyk, S. Sanajou, R. Shimoda, J. Sidhu, T. Wachmann, L. Yu, F. Zhu

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

1. Call to Order

The meeting was called to order at 7:23 p.m.

The Chair welcomed the new Board members, D. Diedericks, R. Fisher, S. Sanajou, and L. Yu

2. Approval of Agenda

The following amendments were made to the Agenda:

- Addition of Infrastructure Committee Report and Council Update
- The date of item 8 a) was changed to 2022 Budget and Reporting Cycle

Moved by: F. Zhu

Seconded by: R. Shimoda

THAT the Agenda be approved as amended.

CARRIED

3. Approval of Consent Agenda

Moved by: A. Krawczyk

Seconded by: P. Cottier

THAT the Consent Agenda be approved.

CARRIED

A. Nimmons commended S. Hall for her email response to D. Marley and thanked her for sharing it with the Board.

C. Garton enjoyed reading the BOOKtopia 2021 Report and the monthly Media Clippings.

J. Sidhu spoke in support regarding the Climate Writer in Residence and the Library's initiatives.

F. Zhu questioned if the hiring of the Climate Writer in Residence was brought to the Board for their approval. S. Hall advised that it came to the Board as part of the budgetary process.

S. Felkar noted that there were fewer programs offered than normal due to staff vacancies and onboarding but should trend up over the next few months.

#### 4. Business Arising from Minutes

None.

#### 5. Director

S. Hall provided an update and highlighted the following:

- The move to a single help desk on the main floor on January 18, 2022;
- In person and hybrid program options have been delayed due to the Pandemic and will commence later in 2022;
- Advised that meeting room capacity is at 50%;
- The Canadian Federation of Library Associations' W. Kaye Lamb Award for Service to Seniors will be presented at the Feb 7 Council meeting;
- Climate Writer in Residence: Katlià (Catherine) Lafferty's inaugural session will be on January 22, 2022 and encouraged the Board to attend;
- Public Service Assistants moved into their new portfolio assignments in early January;
- Youth washrooms are undergoing renovation and this project should be completed by early February;
- Special weather alerts prompted emergency coordination calls over the holidays, but no additional WVML hours or staffing were added given the specific situation;
- The Tiny Art Holiday Gift show raised over \$7,600 for local artists;
- Live holiday music performances were held in the library from Dec 7 – 21; however, these were not advertised in advance, in order to avoid too large a crowd;
- Acknowledged Lori Breen's retirement;
- Welcomed Shannon Dale as the new Administrative Assistant; and,
- The staff Equity, Diversity, and Inclusion committee call for interest is complete, and the committee will be formed, with first meeting in February.

P. Lesku reported on the soft launch of Lit Circle Kits.

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

THAT the Director's report be received for information.

CARRIED

## 6. Governance

### a) Election of Officers

Alastair Nimmons has been nominated and accepted the position of the Chair by acclamation.

Cynthia Garton has been nominated and accepted the position of the Vice-Chair by acclamation.

### b) Committees – structure

The list of the 2022 Board Committees and Liaison positions was distributed to the Trustees as well as the Committee Terms of Reference.

The Trustees discussed the Committee structures and noted the following Library Trustee Board Committee Membership appointments for 2022.

#### **Human Resources**

- Alastair Nimmons - Chair
- Cynthia Garton
- Andy Krawczyk

#### **Finance Committee**

- Ron Shimoda - Chair
- Petra Cottier
- Lorena Yu

#### **Infrastructure Committee**

- Andy Krawczyk - Chair
- Dieter Diedericks
- Tracy Wachmann

#### **Engagement Committee**

- Jatinder Sidhu - Chair
- Richard Fisher

- Cynthia Garton
- Sahar Sanajou
- Felicia Zhu

**Permanent Art Committee**

- Alastair Nimmons

**Interlink**

- Ron Shimoda
- Jatinder Sidhu - alternate

**Foundation**

- Cynthia Garton - Foundation Director - effective until May 2022

**Friends of the Library**

- Petra Cottier
- Felicia Zhu - alternate

R. Shimoda thanked the Board members for joining the committees and advised that it is a good way to engage with the community. He discussed the role that the Board on these committees and further commented that they are welcome to attend other Committee meetings.

c) Committees – Trustee interests

A. Nimmons recommended establishing a matrix of board skillsets that will assist the Board in targeting future recruitment to fill gaps.

d) Ongoing education and environmental scanning – workshop topics of interest for 2022

A. Nimmons advised that an email from BCLTA was sent and encouraged the Board to attend these workshops. Networking and collaboration opportunities were discussed.

e) Governance

A. Nimmons thanked Lori Breen for her services on the Board and congratulated her on retirement. He also welcomed Shannon Dale to the Board.

7. Strategy

a) Draft Business Plan

S. Hall provided an overview of the Draft Business Plan and how it was created. She outlined the goals for 2022 and advised that she will report on the progress of these goals throughout the year once the Plan has been approved.

C. Garton spoke favourably to the launch of the Climate Writer in Residence program.

S. Hall spoke to the strong alignment with the District of West Vancouver with regards to climate initiatives and opportunities for further collaboration.

Discussion ensued and the Board spoke in support of the Draft Business Plan.

Moved by: A. Nimmons

Seconded by: R. Fisher

THAT the Draft Business Plan be approved.

CARRIED

## 8. Finance

### a) 2022 Budget & Financial Reporting Cycle

S. Gill spoke to the budget approval process and advised that there is a virtual Budget Information meeting on January 25, 2022 at 2:00 p.m. and January 26, 2022 at 5:00 p.m.

## 9. Community Relations

A. Nimmons commented on the need for key messaging when the Board speaks on behalf of the Library and requested that this item be brought forward to a future meeting.

## 10. Infrastructure

A. Krawczyk reported on the following projects:

- Cooling tower; and,
- Second floor washroom renovations.

He further spoke regarding the Space Planning project and advised that the Library is working with a contractor and it will be brought forward to the Board once the design is defined.

Discussion ensued regarding ideas to maximize the existing footprint to meet the needs of a changing Library.

F. Zhu questioned if there are plans for electric vehicle charging stations at the Library. S. Hall advised that this would be up to the discretion of the District of West Vancouver and noted

that the Library's electricity consumption would increase. She further noted that the Library will be getting a KIA vehicle that can be charged with an electrical cord.

#### 11. Council Update

N. Gambioli provided an updated highlighting the following:

- Details of the upcoming budget consultation process;
- Announced that the District of West Vancouver have reached their fundraising goal, thanks in large part to a sizable donation from a local family, and will begin construction this year on the facility known as the West Vancouver Place For Sport; and,
- Discussed electrical charging stations noting that it is likely that free charging stations will not be installed going forward.

#### 12. Correspondence

None.

#### 13. New Business

None.

#### 14. Date of Next Meeting

Wednesday, February 16, 2022, 7 p.m.

A. Nimmons raised the idea that Climate Writer in Residence, Katlia (Catherine) Lafferty be invited a future workshop as a guest speaker. He further noted that the Board can email topics of interest to the Chair for future Workshops.

#### 15. Adjournment

Moved by: A. Nimmons  
Seconded by: R. Shimoda

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:48 p.m.

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



Alastair Nimmons  
Chair, West Vancouver Memorial Library Board