



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

February 16, 2022, 7:00 p.m.

Welsh Hall

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

Regrets: P. Cottier

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

1. Call to Order

The meeting was called to order at 7:03 p.m.

2. Approval of Agenda

Moved by: R. Shimoda

Seconded by: J. Sidhu

THAT the Agenda be approved

CARRIED

3. Approval of Consent Agenda

Moved by: A. Krawczyk

Seconded by: D. Diedericks

THAT the Consent Agenda be approved.

CARRIED

4. Business Arising from Minutes

None.

5. Director

a) Update

S. Hall provided an update and highlighted the following:

- The move to a single help desk on the main floor occurred January 18, 2022;
- In-person and hybrid program options will resume in April;
- The Canadian Federation of Library Associations' W. Kaye Lamb Award for Service to Seniors was presented by selection committee representative Deb Thomas at the February 7, 2022 Council meeting;
- Climate Writer in Residence; Katlia (Catherine) Lafferty's inaugural session was on January 22, 2022, and positive comments were received;
- The new Launchpad collection was introduced; and,
- Queer as Funk concert was held virtually on February 11, 2022.

J. Sidhu questioned if Climate Writer in Residence Katlia (Catherine) Lafferty could do an in-person session. S. Barton-Bridges advised that Katlia lives in Victoria and is doing her events over Zoom.

In response to a question from the Board, staff advised that the Climate Writer in Residence position is funded by a grant from the provincial government's BC Safe Restart Fund for Local Governments program. The grant is part of the BC Economic Recovery Plan, which sought to create jobs and opportunities, support strong communities, and act on climate change.

A. Nimmons requested that staff provide the Board with a reference guide on key messaging regarding the Climate Writer in Residence program. He noted that the bus shelter advertisements are scheduled for March 1, 2022 and this would help inform the Board when engaging with the community.

A. Nimmons highlighted the following:

- The staff Equity, Diversity, and Inclusion committee call for interest is complete, and the committee has been formed, with first meeting scheduled for February 22, 2022; and,
- Three members of the Senior Team were able to take Inclusive Leadership training offered by Commons Consulting and sponsored by the District of West Vancouver.

In response to a question from the Board, staff advised that if Council approves the revised budget, this will allow the library to go fines free as of April 2022 and further noted that this information reflected in a public document that went to Council.

J. Sidhu spoke regarding children under the age of twelve needing a parent or guardian's signature to apply for a library card and the barrier this process creates. He requested that staff report back on an analysis of the census age count.

T. Wachmann arrived at this point in the proceedings (7:15 p.m.).

b) 2020-2021 Statistical Trends

S. Felkar reviewed the 2020- 2021 stats and highlighted the following:

- There was a significant drop when the Library closed as a result of the pandemic in April 2020;
- There was an increase of new cards as a result of the School Card Program in October;
- Virtual visits consist of the majority of library visits;
- There was a slight decline in January 2022 due to the Omicron variant;
- Noted that there is currently no practical way to track patio use;
- Program attendance was down in August as a result of a staffing shortage; and,
- Patrons visiting the Library are collecting more books and holds are still higher than pre-pandemic levels.

J. Sidhu asked if the library has security cameras on the front entrance. S. Hall advised there are no security cameras and noted that Senior Staff have discussed this and some raised concerns regarding privacy issues. Security cameras have been present in some urban libraries where she's worked.

The Board discussed ways to engage the community more. R. Fisher spoke to the opportunity to build an ongoing relationship with West Vancouver's Kay Meek Arts Centre and Theatre.

S. Barton-Bridges spoke to the challenges of tracking virtual attendance and mentioned that it only represents the number of devices and not the total number of people.

A. Nimmons opined that society is generally moving towards an on-demand model and suggested that staff report back on library programming at a future meeting.

c) West Coast Modern Week

S. Hall mentioned that staff have been working with the West Vancouver Museum to see if there is a way to partner or support this event. WVAM suggested we host the closing concert supporting the West Coast Modern Week on the afternoon of Sunday, July 10, 2022. As we are now open every Sunday, this would mean either hosting it on our rooftop or closing the library early. She asked the board for their preference.

The Board expressed concern with regards to closing the Library on Sunday and provided direction to staff to host the event on the rooftop patio. The issues of weather and wheelchair accessibility were discussed and staff will explore options to mitigate these concerns. There is a plan to add a tent to the space, which may help.

Moved by: R. Shimoda

Seconded by: A. Krawczyk

THAT the Board does not approve the closure of the Library on Sunday, July 10, 2022.

CARRIED

d) Provincial Libraries Grant Report 2021

S. Hall advised that the annual grant report is a required element for receiving provincial funding.

Moved by: R. Shimoda

Seconded by: R. Fisher

THAT the Board approve the grant report for submission.

CARRIED

e) Overcoming Digital Divides

S. Felkar provided a brief presentation on the *Overcoming Digital Divides* workshop report created by Ryerson which was shared in the Consent Agenda. Digital divides are the gap that exists between those that do and do not have access to digital services. She highlighted the factors impacting access as follows:

- Internet infrastructure;
- Affordability;
- Digital literacy and skills;
- Public internet access;
- Impact of the COVID-19 pandemic; and,
- The role of government in supporting effective multi-level coordination.

Policy recommendations within the report include:

- Prioritize affordable digital access for youth in low-income communities by coordinating the expansion of device refurbishment and sharing programs between private, public and community partners;
- Develop a future-ready workforce by expanding the number and scope of digital literacy programming focused on developing critical thinking, advanced technical programming and online safety skills among youth in all communities, with a particular focus on hard-to-reach and vulnerable groups such as low-income and Indigenous youth;
- Create and integrated network of schools, government, industry and community organizers that are well-informed about the unique needs of vulnerable communities, to provide the space for underrepresented youth to seriously engage in policy development and programming. Each sector is equally critical in alleviating the challenges to digital access for youth in Canada, deepening partnerships with community organizations and elevating young people's voices a meaningful decision-makers in the policymaking process.

S. Felkar advised that the Library will continue working on their current projects and will explore partnership opportunities.

The Board suggested that this item come back to a Workshop.

6. Governance

a) Board Skills Matrix

A. Nimmons thanked the Board for their participation in the Board Trustees Skills and Experience Matrix noting that this will provide a baseline for succession planning.

b) Trustees Timeline

A. Nimmons spoke to the key role that the Board has in recruiting new trustees and commented that the Board Skills Matrix can be used as a guide during the year to support the Library.

7. Strategy

a) Q4 Business Plan Update

S. Hall provided an overview of the Q4 Business plan update and advised that the key focus areas identified by the Board are as follows:

- Space Planning;
- Inclusion, systemic barriers, and community participation; and,
- Digital literacy, community economic resilience, virtual programming, and the Library's online platform.

S. Hall reported on the progress of these goals and spoke to the launch of the EDI Committee which is scheduled to meet on Tuesday, February 22, 2022.

8. Finance

a) Proposed 2022 Operating and Capital Budget

R. Shimoda advised that the proposed change to the budget includes the removal of the fines revenue budgeted amount of \$52,000.

D. Diedericks questioned if the Library's 2022 Capital Plan consists of five categories of assets. S. Gill clarified that the five categories of assets include: facility projects; equipment projects; technology projects; vehicle; and, collections.

In response to a question from the Board, S. Gill advised that certain elements of Building Infrastructure Renewal has been deferred to 2023 pending the outcome of the Facility Space Planning project.

R. Shimoda mentioned that the Library is a separate entity from the District of West Vancouver. S. Hall spoke to the strong alignment with the District of West Vancouver and acknowledged that they are aware of the maintenance required at the Library.

Moved by: R. Shimoda

Seconded by: A. Nimmons

To approve the updated proposed 2022 Operating Budget, 2022 One-Time Initiatives, 2022 Capital Budget along with rankings, and the 2023-2032 Capital Forecast for submission to the District.

CARRIED

F. Zhu left the meeting at 8:28 p.m.

9. Infrastructure Committee

A. Krawczyk reported on the following projects:

- The cooling tower heat pump will be installed in March; and,
- The second floor washroom renovations will be complete by the third week of February.

He further spoke regarding the Space Planning project and advised that there are currently two space planning concept design options. The Infrastructure Committee is meeting on Thursday, February 24, 2022 to discuss preliminary proposed design opportunities. This item will then return to the Board for their input.

10. Engagement Committee

J. Sidhu advised that the Engagement Committee has not yet met but he is working with S. Hall to schedule their first meeting before the Board meets in April. He spoke to the importance of having key messaging when the Board speaks on behalf of the Library.

11. Council Update

N. Gambioli provided an updated highlighting the following:

- Council approved the proposed general fund budget, the proposed asset levy, and increased the environmental levy to 1.5%, for a total increase of 4.29%. The next step is that the proposed 2022-2026 five-year financial plan bylaw and proposed 2022 Phase I capital funding report will be presented to Council on March 28, 2022;
- Coastal marine Management Plan Working Group Final report: for three years, citizen volunteers were appointed to develop policy recommendations on the management of West Vancouver's coastline;
- The District of West Vancouver is in the process of hiring for the position of a Senior Manager – Climate Action & Environment; and,
- A Public Hearing is scheduled for March 29, 2022 regarding the proposed Foreshore Development Permit Area. She advised that as climate change causes increased sea level rise and storm surges, waterfront communities need to develop building regulations that specifically address the risk of coastal hazards and flooding noting that there are approximately 800 properties in West Vancouver within the proposed Development Permit Area.

12. New Business

None.

13. Date of Next Meeting

Wednesday, April 20, 2022, 7 p.m.

14. Adjournment

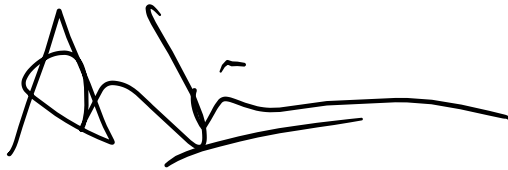
Moved by: A. Nimmons
Seconded by: R. Shimoda

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:43 p.m.

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

A handwritten signature in black ink, appearing to be 'Alastair Nimmons', written in a cursive style.

Alastair Nimmons
Chair, West Vancouver Memorial Library Board