



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

May 18, 2022, 7:00 p.m.

Welsh Hall

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

Regrets: A. Nimmons [Chair], F. Zhu

Staff: S. Felkar, S. Gill, S. Hall, S. Dale, S. Barton-Bridges, T. Matsuzaki, K. Sakamoto

1. Call to Order

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

2. Approval of Agenda

The following amendment was made to the Agenda:

- Remove Draft 2021 Impact report from the Consent Agenda and move this item to the Director's Update.

Moved by: L. Yu

Seconded by: R. Shimoda

THAT the Agenda be approved as amended.

CARRIED

3. Approval of Consent Agenda

Moved by: T. Wachmann

Seconded by: P. Cottier

THAT the Consent Agenda be approved.

CARRIED

4. Business Arising from Minutes

None.

5. Council Update

N. Gambioli provided an updated highlighting the following:

- In-person Council meeting have resumed as of May 9, 2022;
- A survey on the future of District community services and recreation programs will be open until Tuesday, May 31, 2022 at 4 p.m.;
- Phase 3 of Planning the Upper Lands: Creating a Sustainable Urban Community in Cypress Village and Protecting Lands in Eagleridge is underway and an online question form will be open until Friday, May 20, 2022 at 4 p.m.;
- BC Youth Week was May 1-7, 2022 and a mock Council meeting was held for youth. She highlighted a report where youth in the community expressed concern regarding not enough opportunities to gain work experience in West Vancouver and the issue of poverty and the cost of electronics. She suggested contacting the Youth Services & Community Recreation Manager for this report;
- Rabbit Lane: Douglas Coupland exhibition at the West Vancouver Art Musuem;
- West Vancouver's Bridge Festival is taking place at Ambleside Park on June 3-4; and,
- The 2022 Sneakers Ball with Queer as Funk on Saturday, June 4, 2022 is a fundraiser for the Kay Meek Arts Centre.

6. Director

a) Update

S. Hall provided an update of her report and highlighted the following:

- The provision of Interlibrary Loan service is a special service provided to West Vancouver residents, WVSS students and staff, and District employees. At times, the library has extended this service to people residing in other library catchments, however due to workload, as of June 1 this will no longer be the case, bringing us in line with the majority of BC Libraries;
- The North Shore Writer's Fest is an annual event hosted by NS Libraries and funded by the Friends of the Library. This year's line-up featured Kim Thúy, David A. Robertson, Tetsuro Shigematsu, Amber Dawn, and the return of the (in)famous literary trivia evening hosted by Grant Lawrence. For planning stability, it was once again a mostly virtual event, though we look forward to a return to in-person events in the future;
- The Friends of the Library Shred-It event was held on Saturday, May 14;
- Adopt-a-Fish, hosted in partnership with the West Vancouver Streamkeepers, was a huge success, with over 300 smolts released into the river, and many families attending;
- Upcoming Event: Climate Change and Your Health: Dr. Melissa Lem in conversation with Dr. Kaylee Byers;
- Sarah Felkar has been elected the incoming BCLA treasurer;
- Sarah Felkar also organized two privacy compliance trainings for BC Public Libraries through BC's Privacy Compliance and Training branch. This training was

highly relevant and nothing similar had come forward to libraries in several years;

- The EDI Steering Committee has recommended two initiatives, which will move forward:
 - Mental wellness sessions for staff with a trained facilitator
 - Baseline anti-oppression / anti-implicit bias training, which will be the main training in our annual staff development day in the fall. This year, we will host the training twice, to enable participation by casual staff without a whole library closure.

b) Fines Free Initiates

S. Felkar provided a brief update on the elimination of late fees as of May 3, 2022.

She advised that patrons will still be charged for holds that are not picked up within seven days, for items that are lost or damaged, and for items borrowed from other libraries through Interlibrary.

The Board congratulated staff for advocating and achieving this elimination of a fundamental barrier to service and also expressed appreciation to the District.

c) Draft 2021 Impact Report

S. Barton-Bridges provided an overview of the design and layout of the draft 2021 Impact report. She noted that subtle design elements, like theme-based colours that unify the concepts have been included. Overall, the design is brighter, with more white space, to enable the reader to focus on the main messages.

The Board congratulated Sarah and her team on a job well done.

d) Q1 Statistics – Deeper Analysis

S. Hall provided an analysis on the Q1 Statistics highlighting the following:

- Areas of growth: Open hours, new cards; and, visits (physical and virtual);
- Holding Steady: E-content downloads; and, database/learning product views; and,
- Areas with a drop: Program attendance, physical circulation (DVDs and Accessible services), and enquires.

S. Hall spoke to external benchmarking and mentioned that provincial reporting can have a several month delay and the Provincial stats are currently only available for 2020.

S. Hall welcomed the Board to provide their thoughts to her and she will report back in the next quarter.

- e) Climate Future Wrap-Up
<https://youtu.be/ozlMbRzE7gw>

K. Sakamoto spoke to Climate Writer in Residence, Katlià (Catherine) Lafferty, and her time spent at the Library. Katlià gave voice to the climate emergency with an Indigenous perspective, both through her writing and through planning events and workshops for Library patrons, including youth and seniors. She also spent time in the residency working on her own writing project.

S. Hall commented on the impact Katlià had in the community and congratulated staff for their innovation.

7. Governance

None.

8. Strategy

None.

9. Finance

- a) 2021 Budget Adoption

S. Gill advised that the one-time initiative of \$15,000 relating to the Community Demonstration Garden proposal has been approved by the District of West Vancouver.

Moved by: R. Shimoda

Seconded by: L. Yu

To adopt the Library's 2022 Operating and Capital Budgets.

CARRIED

- b) 2022 LawMatters Grant

R. Shimoda advised that the Finance Committee has reviewed the 2022 LawMatters Grant and have no revisions.

Moved by: R. Shimoda
Seconded by: P. Cottier

To approve the expenditure of the 2022 LawMatters grant of \$2,500 to enhance the Library's legal collection.

CARRIED

c) 2022 Q1 Report

R. Shimoda advised that the Finance Committee has reviewed the 2022 Q1 Report.

S. Gill noted that the Library eliminated late fees as of May 3, 2022; however, collection of fines revenue continued while awaiting Council Budget review to eliminate late fees.

Moved by: R. Shimoda
Seconded by: L. Yu

To accept the 2022 Q1 operating and capital results as presented.

CARRIED

d) 2022 Covid-19 Provincial Library Relief & Recovery Grant Memo

R. Shimoda advised that the Finance Committee has reviewed the 2022 Covid-19 Provincial Library Relief & Recovery Grant memo noting it is a one-time grant.

In response to a question from the Board, staff advised that public libraries across BC will receive approximately \$8 million in Covid-19 recovery funding.

S. Hall advised that she will provide further reporting going forward.

Moved by: R. Shimoda
Seconded by: P. Cottier

To approve the expenditure of the Covid-19 Provincial Library Relief & Recovery Grant of \$71,877.12.

CARRIED

e) 2021 WVML Year End Report

R. Shimoda noted that there was a slight change to the emergency expenditures line in the 2021 WVML Year End report, which was not included in the report provided at the April and Board meeting. The amount is immaterial but S. Gill wanted to ensure that the report was accurate and the Board was informed. R. Shimoda mentioned that it was reviewed and discussed at the Finance Committee meeting.

10. Infrastructure Committee

A. Krawczyk reported on the following projects:

- Urban Arts Architecture Inc. is in the process of finalizing the Space Planning report and once complete the Infrastructure Committee will meet to discuss next steps;
- The exterior concrete stairs west surface project, to be funded from the Capital Facilities Fund, was approved;
- The cooling tower/chiller replacement project is on schedule and should be completed in the next few weeks;
- The perimeter heating upgrade project is on pause; and,
- The Recording Studio procurement is underway.

S. Hall advised that she can present the Space Planning presentation to Board members who were unable to attend the Workshop. A walkthrough of the Library will also be scheduled.

11. Engagement Committee

a) Terms of Reference

As per the Board memo circulated, a series of small changes to the Terms of Reference were proposed.

Moved by: J. Sidhu

Seconded by: R. Fisher

To update the Terms of Reference for the Board's Advocacy and Community Relations Committee.

CARRIED

J. Sidhu encouraged Board and staff members to attend West Vancouver's Bridge Festival, taking place at Ambleside Park on June 3 and 4, 2022. He also commented that registration for Summer Reading Club starts on June 3, 2022.

12. New Business

None.

13. Date of Next Meeting

Wednesday, June 15, 2022, 7 p.m.

14. Adjournment

Moved by: R. Shimoda

Seconded by: A. Krawczyk

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:18 p.m.

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



Alastair Nimmons

Chair, West Vancouver Memorial Library Board