



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES**

**April 20, 2022, 7:00 p.m.**

**Welsh Hall**

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

**Staff:** S. Felkar, S. Gill, S. Hall, S. Dale, S. Barton-Bridges, R. Hinmueller, T. Matsuzaki

**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: F. Zhu

THAT the Agenda be approved

CARRIED

**3. Approval of Consent Agenda**

The following amendment was made to the Agenda:

- Remove Q1 Operating Stats from the Consent Agenda. This item will be brought forward at the May 18, 2022 Board meeting.

Moved by: A. Krawczyk

Seconded by: D. Diedericks

THAT the Consent Agenda be approved as amended.

CARRIED

**4. Business Arising from Minutes**

None.

5. Director

a) Update

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

- In-person programs were restored at the start of April; and,
- TED Talks returned in-person in the Welsh Hall with an appreciative audience.

A. Nimmons mentioned that Climate Writer in Residence: Katlià (Catherine) Lafferty's time at the library has drawn to a close and suggested sharing what we have learned from Katlià with other libraries.

R. Shimoda commented on the Library's first official adult Mason Bee lecture and house lending program and mentioned that it was a success.

b) Merging of the Help Desk

R. Hinmueller and T. Matsuzaki provided an update on the merging of two service points to create the main floor Help Desk, which was completed in January. Feedback from staff and patrons so far has been positive. This was a major undertaking and was done as part of the overall structural review changes.

On behalf of the board, A. Nimmons expressed appreciation and gratitude to all staff involved.

J. Sidhu asked about the drop in enquiries in the quarterly statistics. S. Hall noted that the Q1 statistics warrant a deeper analysis, so they will come back to the May meeting. One factor we are aware of is that staff have expressed concerns with our electronic form. We are aware there is a significant undercount.

L. Yu expressed concern with regards to the location of the new Help Desk and commented that the courtyard is not visible to patrons. S. Hall noted that this is a temporary location and the permanent structure will be discussed as part of the space planning project.

6. Governance

a) Board Policy Update

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

Moved by: R. Shimoda

Seconded by: L. Yu

To approve the usage of gender-neutral language throughout the policy manual.

CARRIED

Moved by: R. Shimoda

Seconded by: L. Yu

To update the policy on meetings to permanently enable electronic meetings as an option for meeting.

CARRIED

Moved by: R. Shimoda

Seconded by: L. Yu

To update references to overdue charges.

CARRIED

b) Remembrance Day – Library Opening

S. Hall advised that the Friends are requesting the Library Board to reconsider keeping the Library open on Remembrance Day, November 11, 2022.

The Board spoke to the educational component and discussed collaboration opportunities through the School Board.

The Board endorsed keeping the Library open on Remembrance Day and A. Nimmons will respond to the Friends of the Library.

7. Strategy

a) Q1 Business Plan Update

S. Hall reported on the progress of these goals noting that most projects are on track and spoke to the simplified formatting making the information easier to digest.

8. Finance

a) 2021 WVML Year End Report

R. Shimoda reviewed the 2021 Year End Finance Report and noted that it is provided to the Board for information.



R. Shimoda advised that an unusual number of staff vacancies occurred during the year, due to internal promotions, retirements, approved leaves, and staff departing for external opportunities. These changes resulted in savings but are of a one-time nature.

## 9. Infrastructure Committee

A. Krawczyk reported on the following projects:

- The 2nd Floor Youth Washroom renovations is complete and the washrooms are fully accessible to the public;
- The cooling tower/chiller replacement project is on schedule and should be completed in the next few weeks;
- A third heat pump is proposed for the perimeter heating upgrade and it will result in significant greenhouse gas emission savings; and,
- A workshop with Urban Arts Architecture Inc. is scheduled for May.

### a) Permanent Community Demonstration Garden Proposal

A. Krawczyk provided an overview for the proposed dedicated one-third rooftop parking lot conversion to a permanent Community Demonstration Garden. This garden expansion would house additional garden planter boxes, a rainwater harvesting system, a composting system, and a mason bee hotel.

R. Shimoda questioned if the Library has EpiPens available. The library does not have them at this time. However Mason bees do not sting.

L. Yu noted that new safety considerations might arise in winter, when parking and garden uses are adjacent. S. Hall will pass this on to staff.

L. Yu questioned who would maintain the garden. S. Hall advised that the master gardeners have agreed to support this and noted that the planters are self-watering.

N. Gambioli mentioned that the Seniors' Activity Centre have gardening workshops and suggested the Library collaborate with the Senior's Activity Centre on these workshops.

In response to a question from the Board, S. Hall advised that there appears to be sufficient parking. To date we have not received any complaints about parking due to the rooftop garden.

Moved by: A. Krawczyk

Seconded by: T. Wachmann

To dedicate approximately one-third of the rooftop parking lot for a permanent community demonstration garden.

CARRIED

#### 10. Engagement Committee

J. Sidhu spoke to the importance of advocating for the Library and making personal connections. The Community Relations Opportunities calendar for 2022 will be updated and if there is an event that a Board member would like to attend, please contact S. Dale. Sarah BB will download this document in SharePoint.

A. Nimmons mentioned that he had an informal engagement with Robert Bartlett, CEO, to discuss fine free fees and commented on the strong alignment with the District of West Vancouver.

#### 11. Council Update

N. Gambioli provided an updated highlighting the following:

- Lime's e-bike share system will be expanding to West Vancouver in Spring of 2022 and twenty-five "Lime Grove" or dedicated parking locations are being proposed.
- A survey to help inform future park planning at Klee Wyck Park will be open from April 8-May 2.
- A survey to help staff develop an Urban Forest Management Plan to protect, enhance, and maintain the health of West Vancouver's urban forest over the next fifteen years will be open until May 9, 2022.
- A Development Permit for the redevelopment of 2195 Gordon Avenue (just north of the West Vancouver Ice Arena);
- A Development Permit is under review for the Inglewood Campus of Care redevelopment. The proposal is to redevelop the site with seniors' care and housing.
- A Development Permit for 671, 685, 693 Clyde Avenue and 694 Duchess Avenue (just north of Park Royal Shopping Centre). The proposed rental units are referred to as "micro-units" due to the limited proposed floor area of the units and requires Council approval.
- The upcoming Cypress Village proposal; and,
- The 2022 General Local Election will take place on Saturday, October 15, 2022 and questioned if the Library would like to partner with the School District to educate first time voters.

#### 12. New Business

None.

13. Date of Next Meeting

Wednesday, May 18, 2022, 7 p.m.

14. Adjournment

Moved by: A. Nimmons

Seconded by: F. Zhu

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:40 p.m.

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



Alastair Nimmons

Chair, West Vancouver Memorial Library Board