



WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
July 20, 2022, 7:00 p.m.
Welsh Hall**

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

Regrets: P. Cottier, R. Fisher, J. Sidhu, L. Yu

Staff: S. Felkar, Acting Director, S. Dale, S. Hall (virtual), S. Barton-Bridges

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Approval of Agenda

Moved by: F. Zhu

Seconded by: R. Shimoda

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: A. Krawczyk

Seconded by: F. Zhu

THAT the Consent Agenda be approved.

CARRIED

A Nimmons commend Sarah Barton-Bridges and her team on the continued excellence of the Quarterly Director's reports. These are a major improvement and really well done.

4. Business Arising from Minutes

None.

5. Director
a) Update

S. Felkar provided an update on the Director's report and highlighted the following:

- Library usage generally saw an upswing;
- In the span of 3 weeks, the Youth Team did 16 in-person/virtual School Visits and talked to 3552 students, with strong Summer Reading Club registration coming out of that and a phenomenal uptake on programs. Apart from French language offerings, ALL youth programs were 100% full in July, despite an increased number of programs on offer; and,
- Our Accessible Services team launched a new series: Memory Café, for people living with dementia and their caregivers. Topics so far have included dog therapy, art therapy (both of these with intergenerational participation), and brain health.

b) Remembrance Day

S. Felkar advised that the Library will be open on Remembrance Day to the public opening at 1 p.m. instead of 12 p.m.

The Board suggested having signage to inform the public of the Library's hours on Remembrance Day.

6. Governance

a) 2023 Board Recruitment

S. Dale advised that if a trustee is willing to roll over to a new term, they would re-submit their application to the District (this is a new standard District policy). The HR Committee of the Board would then determine if more trustees are needed, and, if so, they would alert the District to recruit. We have also talked about recruiting more diversly, so the HR Committee can discuss and provide direction. S. Dale is working with Legislative Services and will provide dates, deadlines, and any other details once finalized.

C. Garton commented that it would be helpful for S. Dale to email the Board the 2022 Trustee timeline indicating when their terms expire.

7. Strategy

a) Q2 Business Plan Progress Report

The Board commented on the new streamlined format of the report – they appreciated the readability and clarity.

8. Finance

a) 2023 Funding Distribution Request to the Foundation

R. Shimoda advised that the Foundation Treasurer is aware of this request and has not expressed any concerns.

Moved by: R. Shimoda

Seconded by: A. Nimmons

To approve the submission of the Library's funding distribution request to the Foundation for a total of \$300,000 in 2023 as follows:

\$123,836 for collections

\$164,164 for programming

\$12,000 for technology and projects

CARRIED

b) Covid-19 Provincial Library Relief & Recovery Grant Proposed Expenditure Memo

R. Shimoda noted that a short interim report is due to the Province of British Columbia, Ministry of Municipal Affairs, Public Libraries Branch on August 15, 2022 and outlined how the Library plans to use these funds.

The Board received the Covid-19 Provincial Library Relief & Recovery Grant Proposed Expenditure Memo for information.

The Covid-19 Provincial Library Relief & Recovery Grant Proposed Expenditure Memo is provided to the Board for information.

c) 2022 Mid-Year Budget Amendment

Moved by: R. Shimoda

Seconded by: A. Nimmons

To approve the 2022 Mid-Year Budget Amendment submission to the District as presented.

CARRIED

d) Young Canada Works Funding memo

R. Shimoda spoke to the process of obtaining subsidies from the Federal Government for the Young Canada Works.

The Board appreciates Patricia Lesku's efforts for receiving the funds and commended her for all her hard work.

Moved by: R. Shimoda

Seconded by: A. Nimmons

To approve the expenditure of 2022 Young Canada Works funding of \$3,335.64 to help cover in part the cost of a summer reading club assistant.

CARRIED

9. Infrastructure Committee

A. Krawczyk reported on the following projects:

- A joint Infrastructure/Finance Committee Meeting was held on July 13, 2022 to discuss the 2023 Draft capital plan and forecast;
- The Infrastructure Committee will meet to discuss next steps for the Space Planning project;
- The cooling tower/chiller replacement project is ongoing;
- The perimeter heating upgrade project is on pause;
- Electrical upgrades will happen this summer;
- The exterior concrete stairs west surface project will commence Summer/Fall of 2022;
- The Recording Studio procurement is underway; and,
- The Library has applied to the District for the CleanBC Communities Fund (CCF) Intake 3 Program grant application.

10. Engagement Committee

Cynthia Garton advised that the Engagement Committee has not met since the last Board meeting.

11. Council Update

N. Gambioli provided an update highlighting the following:

- The Cypress Village proposal is on-hold until after the 2022 General Local Election which will take place on Saturday, October 15, 2022;
- The application for 725 Inglewood Avenue is on-hold until after the election;
- The application for 2195 Gordan Avenue was approved;
- The proposed Development Permit 20-105 for 2452 to 2496 Marine Drive: Consideration of application to allow for the construction of a mixed-use building within Dundarave Village will go to Council at the June 25, 2022 Regular meeting; and,

- The West Vancouver Blue Bus drivers have issued a strike notice.

12. New Business

In response to a question from A. Nimmons staff, advised that the Library serves as a cooling centre and is prepared for the upcoming heat wave. It was also noted that the Library Board approved a year-round, seven-day-a-week regular open hours schedule in November of 2021. An ad was placed in the North Shore News and Patrons have expressed gratitude that they have a cool place to go to.

The Board agreed to have a social gathering in January 2023 and suggested The Orchard Gleneagles as a venue. They also suggested inviting the WVML Foundation. Planning for this event will be further discussed at the September Board meeting.

13. Date of Next Meeting

Wednesday, September 21, 2022, 7 p.m.

14. Adjournment

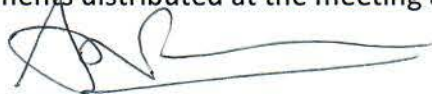
Moved by: A. Krawczyk
Seconded by: T. Wachmann

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:53 p.m.

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



Alastair Nimmons
Chair, West Vancouver Memorial Library Board