



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

September 21, 2022, 7:00 p.m.

Welsh Hall

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

Regrets: R. Fisher, N. Gambioli

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

1. Call to Order

The meeting was called to order at 7:01 p.m.

2. Approval of Agenda

Moved by: R. Shimoda
Seconded by: C. Garton

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

4. Business Arising from Minutes

None.

**5. Director
a) Update**

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

- The Library was activate as a cooling centre in the week of July 25. For the hottest days, the Library tended to have about 100 extra patrons passing through at some point during the day;
- Alastair Wright (OHS specialist with the DWV), Sukh Gill, and Stephanie Hall will conduct a Workplace violence assessment in the fall. The number of patron incidents has been rising along with the return to full service and the increase in overall library use;
- Participated in West Vancouver Modern Week in July;
- On October 4, we will be honoured by the presentation of a traditional name for our community demonstration garden by Chief Janice George. Invitations to the board members have been sent;
- August statistics continued to recover from pandemic levels, and appear to confirm a few strategies, including summer Sunday openings, return to paper based enquiry stats gathering, and the return of in person programming. In terms of physical circulation, September will potentially be an indicative month, as the summer months are not entirely comparable to prior year, with the added hours from the Sunday openings;
- Director S. Hall made the decision to close the library on September 19 for the National Day of Mourning, in alignment with the District's decision to honour the day;
- Summer Reading Club's return to an in person medal ceremony was a raging success, with over 300 attendees. West Vancouver Fire & Rescue attended, along with a fire engine. Dignitaries presenting medals included Board Chair Alastair Nimmons, Pat Bowles of the Library Foundation, Sophia Weremchuk of the Friends, and director Stephanie Hall. Teen volunteers, Friends of the Library, and Youth staff worked with precision to a complex, but beautifully orchestrated plan. Each child presented their reading log and was awarded a medal of achievement for their work all summer. Summer Reading Club has been shown to reduce summer learning loss, so despite being fun and engaging, the program has a serious intent as well. Thanks are due to the Friends of the WVML for their ongoing support of this critical program;
- Three major events are coming up this fall:
 - North Shore Reads: on October 19, Ivan Coyote will be interviewed by Shelagh Rogers, a shared program of the 3 North Shore libraries.
 - November 3, WVML Foundation fundraiser with former Chief Justice Beverley Mclachlin interviewed by director Stephanie Hall.
 - November 25, Jody Wilson-Raybould interviewed by Angela Sterrit.
- Two staff development days were held in September, with half the staff attending each day, so that the library can remain open. Topics included Workplace Violence Prevention, and EDI (Equity, Diversity and Inclusion). Feedback so far has been positive, as both topics are of key importance, and the facilitators were effective; and,

- Head of Youth services Shannon Ozirny was joyfully welcomed back from leave on September 13. Acting Head of Youth Patricia Lesku is to be commended for an outstanding year of accomplishment in this complex and demanding role.

P. Cottier spoke to the importance of staff training and commended staff for making Staff Development Day a priority.

A. Nimmons commented that the West Vancouver Memorial Library offers events, resources, and educational opportunities for community members to observe National Day for Truth and Reconciliation and the Library will be open on September 30 (from 10 a.m. to 5 p.m.) for public education.

S. Barton-Bridges advised that programming includes:

- Book bundles curated by WVML librarians will be available to borrow and contains a bookmark and one book each on Truth, Reconciliation, and Indigenous Fiction; On Tuesday, September 27, community members are invited to view the film *Walking with Plants* from 6:30 to 8 p.m.;
- Thursday, September 29 from 7 to 8 p.m., art enthusiasts can tune into a conversation between Kwakwaka'wakw and Tlingit artist Gigaemi Kukwits and West Vancouver Art Museum's Administrator and Curator Hilary Letwin;
- Friday, September 30 for reflection, education, and awareness. That day, children are invited to Storytelling, Songs, and Crafts from 11 to 11:45 a.m. with Squamish Nation author Lisa Lewis; and, T'sou-ke Elder Jeff Welch and WVML's former Climate Writer in Residence, Dene author Katljà Lafferty, will be offering a virtual program on Cedar Harvesting from 11 a.m. to 12 p.m. on Zoom.

6. Governance

S. Hall provided an update on the implementation of the *Accessible BC Act* and noted that all public libraries must establish an accessibility committee, an accessibility plan, and a tool to receive feedback on accessibility. The Library has until September 2023 to comply with the new requirements. S. Hall will report back once guidance is received from the Province.

A. Nimmons provided an overview of the Board recruitment process and noted that the deadline to apply is 8:30 a.m. on October 31, 2022.

7. Strategy

S. Hall advised that a presentation on low barrier cards is scheduled for the October meeting.

8. Finance

R. Shimoda commended the work, efforts, and professionalism shown by Sukh in providing the Finance Committee and the Board timely, complete, and proper financial information and documents that enable the Board to make an informed decision on the stewardship of the financial assets provided by the Community to ensure the WVML team is providing the appropriate services to meet strategic objectives.

a) Annual Budget & Financial Reporting Cycle

R. Shimoda advised that the Library's budget process is driven by the process and timeline established by the District of West Vancouver.

The Annual Budget & Financial Reporting Cycle Report is provided to the Library Board for information.

b) 2022 Q2 Report

S. Hall advised that expenditures for salary are under budget for the quarter due primarily to savings due to vacancies, new hire salary differentials, and leave coverages.

In response to a question from the Board, S. Hall mentioned that the Library will work with the District to repurpose these funds if possible.

S. Hall mentioned that she is available to provide an orientation to the newly appointed Council after the Municipal Election.

Moved by: R. Shimoda

Seconded by: P. Cottier

To accept the 2022 Q2 Operating and Capital results as presented.

CARRIED

c) Proposed 2023 Operating and Capital Plan Submission

A. Krawczyk advised that the Infrastructure Committee reviewed the Capital Plan and the group approved the plan in principle.

Discussion ensued regarding circulation trends and the increasing demand for e-collections.

S. Hall suggested that the following items be discussed at upcoming workshops:

- Future of Libraries – November
- Strategic Framework and Progress Review – December

Moved by: R. Shimoda

Seconded by: L. Yu

To approve the proposed 2023 Operating Budget in principle, 2023 One-Time Initiatives, 2023 Capital Budget along with rankings, and the 2024-2033 Capital Forecast for submission to the District.

CARRIED

9. Infrastructure Committee

A. Krawczyk reported on the following projects:

- Indigenous consultation/walkthrough with Sky Spirit Studios on October 26, 2022;
- The Recording Studio has arrived and work will commence once the District has approved the Building Permit, anticipated for next week;
- The cooling tower/chiller replacement project is complete;
- The exterior concrete stairs west surface project will commence Fall of 2022;
- Electrical upgrades will happen later this year;
- The Infrastructure Committee reviewed the Capital Plan and the group approved the plan in principle; and,
- Encouraged trustees to attend the Infrastructure tour on October 14, 2022 from 8:30-10 a.m.

10. Engagement Committee

J. Sidhu advised that the Engagement Committee met in September. He spoke to the importance of advocating for the Library and making personal connections. The Community Relations Opportunities calendar for 2022 will be updated and S. Dale will download this document in SharePoint so all trustees have access.

11. Council Update

None.

12. New Business

None.

13. Date of Next Meeting

Wednesday, October 19, 2022, 7 p.m.

14. Adjournment

Moved by: A. Nimmons
Seconded by: C. Garton

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:10 p.m.

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



Alastair Nimmons
Chair, West Vancouver Memorial Library Board