



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES**

**October 19, 2022, 7:00 p.m.**

**Welsh Hall**

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

**Regrets:** A. Krawczyk, R. Shimoda

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

**1. Call to Order**

The meeting was called to order at 7:00 p.m.

**2. Approval of Agenda**

The following amendments were made to the Agenda:

- Replacing item 10. Finance and replacing it with item 10. Friends of the Library.

Moved by: A. Nimmons

Seconded by: C. Garton

THAT the Agenda be approved.

**CARRIED**

**3. Approval of Consent Agenda**

Moved by: A. Nimmons

Seconded by: R. Fisher

THAT the Consent Agenda be approved.

**CARRIED**

**4. Presentation: WVPD Strategy Plan**

Deputy Chief Constable Tom Wolff Von Gudenberg, Community Services Team – WVPD, provided an overview of the 2022-2025 WVPD Strategic Plan and spoke to the four goals in the plan as follows:

- Goal 1: Reach Out
- Goal 2: Empower
- Goal 3: Unite
- Goal 4: Contribute

S. Hall thanked the WVPD for their support to the Library. The board thanked the Deputy Chief for his presentation, which was compelling and focussed. The WVPD strategic plan is definitely one to keep on our radar as a well developed plan.

5. Presentation: Patricia Bowles - Beverly McLachlin Event

P. Bowles encouraged all trustees to attend the Beverly McLachlin event on Thursday, November 3 from 6-8:30 p.m. at the Kay Meek Arts Centre. She advised that this is the first major fundraising event in three years and support is needed to ensure that the Library continues to provide enhanced service to our community by:

- Consistently meeting the changing needs of the community.
- Offering the latest technology training and support to its patrons.
- Providing award-winning service to all

P. Bowles noted that tickets are now on sale and donations can be made at [wvml.ca/donate](http://wvml.ca/donate).

The Board asked that the promotional materials be circulated to the Board.

The Board then thanked Patricia for all her hard work with this event.

6. Business Arising from Minutes

None.

7. Director

a) Update

S. Hall provided an update on the Director's report. Please see report attached.

S. Hall thanked A. Nimmons for being the witness at the Garden Naming ceremony on October 4, 2022.

S. Hall highlighted the upcoming event on November 25, 2022 with Jody Wilson-Raybould interviewed by Angela Sterritt and asked the Board to let her know if they would like to attend.

b) 2023 Statutory Holidays Proposal

S. Hall provided an overview of the proposed 2023 Statutory holidays and some statistics on library use on stat holidays. In general, open days with a learning component tend to have somewhat higher visitor numbers. The proposal recommends that the Library be open the same statutory holidays as in 2022.

Moved by: P. Cottier

Seconded by: F. Zhu

THAT the Statutory Holidays proposal be approved.

CARRIED

c) Presentation: Low Barrier Cards

R. Hinmueller provided an overview of the new Bridge Card noting that the Library's mandate is to support all people in our community through our services. She advised that the plan is to train staff and implement the Bridge Card in early 2023. This card is very targeted towards a specific group of library patron who have no fixed address, minimal or no ID, etc. It will be offered on a case by case basis only, and not advertised.

While the Director has the power to make new card types without consulting the board, S. Hall asked R. Hinmueller to present on this topic in case of any question or concern, and also to provide a progress report, as this is one named item in the annual business plan. In general, the board was very supportive, but there was curiosity about loss rates, and the staff mentioned they will report back six months after launch.

8. Governance

A. Nimmons noted that the HR Committee will be reviewing applications for the Board after the October 31, 2022 deadline. He thanked F. Zhu for her eight years of service to the Board.

9. Strategy

S. Hall provided an overview on the Q3 Business Plan. She reported on the progress of these goals noting that most projects are on track.

In response to a question from the Board, S. Felkar advised that the Recording Studio is in progress. The District has now approved the Building Permit and the library is in the process of hiring a contractor to oversee this project.

#### 10. Friends of the Library

P. Cottier provided an update on behalf of the Friends of the Library highlighting the following:

- The Friends of the Library are happy to be back to in-person meetings.
- Encouraged the Board to attend the November 11, 2022 Remembrance Day ceremony at the Library.

#### 11. Infrastructure Committee

T. Wachmann reported on the following projects:

- Indigenous consultation/walkthrough with Sky Spirit Studios on October 26, 2022 from 11-1 p.m.;
- The cooling tower/chiller replacement project is complete;
- Retaining quotes for the exterior concrete stairs west surface project;
- Electrical upgrades will likely commence in 2023; and,
- The Library has applied to the District for the CleanBC Communities Fund (CCF) Intake 3 Program and the results of the grant application will be known shortly.

S. Hall noted that air quality testers will be lent out in November.

#### 12. Engagement Committee

J. Sidhu advised that the Engagement Committee meeting rescheduled their October meeting until after the Municipal Election and congratulated F. Zhu on her successful appointment to School Trustee.

The Community Relations Opportunities calendar for 2022 has been updated and this document will be downloaded to SharePoint so all trustees have access.

J. Sidhu spoke to the importance of having key messaging when the Board speaks on behalf of the Library and advised that this will be discussed at the upcoming meeting. S. Hall advised that the recently drafted Key Messages document can still be updated at any time.

#### 13. Council Update

N. Gambioli provided an update highlighting the following:

- The next Regular (Inaugural) Council meeting will take place on November 7, 2022; and,

- Suggested that the new Mayor and Council be given a tour of the Library.

14. New Business

None.

15. Date of Next Meeting

Wednesday, November 16, 2022, 7 p.m.

16. Adjournment

Moved by: A. Nimmons

Seconded by: C. Garton

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:42 p.m.

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



Alastair Nimmons

Chair, West Vancouver Memorial Library Board