



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

November 16, 2022, 7:00 p.m.

Welsh Hall

Present: A. Nimmons [Chair], P. Cottier, D. Diedericks, R. Fisher, N. Gambioli,
A. Krawczy, S. Sanajou, J. Sidhu, R. Shimoda, S. Thompson, L. Yu, F. Zhu

Regrets: C. Garton, T. Wachmann

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

1. Call to Order

The meeting was called to order at 7:08 p.m.

2. Approval of Agenda

Moved by: A. Nimmons

Seconded by: A. Krawczy

THAT the Agenda be approved.

CARRIED

The Chair welcomed new Library Board Council representative – Councillor Thompson to the meeting.

3. Approval of Consent Agenda

Moved by: A. Nimmons

Seconded by: J. Sidhu

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. Please see report attached.

The Board thanked the Friends for all their hard work in making the Remembrance Day tea a success. The Board agreed that the 1 p.m. opening time worked well.

Since the bike rack is being relocated as a result of the new exterior bookdrops, J. Sidhu suggested that appropriate signage be put in place to advise the biking community.

6. Governance

A. Nimmons noted that the HR Committee has been reviewing applications for the Board vacancy and is in the process of conducting interviews. He spoke to the quality of applications received. A. Nimmons mentioned that the HR Committee will be making recommendations to Council. The trustees supported the HR Committee proceeding to make the recommendation.

7. Strategy

S. Hall provided an overview on the Q3 Director's report and thanked Communications for their hard work.

The Board commented on the format of the report and appreciated the readability and clarity.

8. Finance

a) 2022 Q3 Report

R. Shimoda advised that expenditures for salary are under budget for the quarter primarily to savings due to vacancies, new hire salary differentials, and leave coverages. He spoke to the delay of the West Parking lot concrete stairs project and the challenges with the availability of contractors and inflation. The Library has expressed urgency to the District as it is a safety concern and in the meantime, the section of the stairs where concrete has fallen off have been sprayed with yellow paint.

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

To accept the 2022 Q3 operating and capital results as presented.

CARRIED

9. Infrastructure Committee

A. Krawczy reported on the following projects:

- A walk through with Sky Spirit Studio was done in October which will assist with our indigenous consulting on the Library space plan;
- The building envelope condition assessment by an external consultant is complete and it includes observations and recommendations on improving certain aspects of the building envelope. Facilities will be reviewing the report as it will help inform future upgrades to improve building efficiency;
- The Recording Studio project is underway and the building permits were issued in October. Chad has been busy assembling the studio and a contractor will perform the construction of a new wall in front of the studio and a window behind the CCC information desk. This work will carry on through early 2023;
- A contract has been awarded for the exterior concrete stairs west surface project;
- Electrical upgrades will commence in 2023;
- 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;
- The rooftop patio will be converted into a partial parking lot and a permanent community demonstration garden;
- Air filters have been upgraded and just recently installed new filter racks in the mechanical room which will house these new upgraded and washable air filters; and,
- The Library has requested the purchase of a new height adjustable Public Service desk this year to help resolve ergonomic issues that staff have expressed concern with.

The Board expressed interest in having a tour of the new Recording Studio once complete.

10. Engagement Committee

J. Sidhu thanked the trustees for participating in the Beverley McLachlin event and the Remembrance Day tea. He spoke to the Community Relations Opportunity calendar and highlighted the upcoming event - An Evening with Jody Wilson-Raybould hosted by Angela Sterritt.

S. Dale will update and email the calendar to trustees monthly with their Board package.

The Board spoke to the importance of building relationships with the Councillors. Councillor Thompson encouraged the trustees to attend Council meetings.

11. Council Update

N. Gambioli provided an update highlighting the following:

- Suggested that the new Mayor and Council be given a tour of the Library;
- Encouraged trustees to meet with individual councillors and spoke to the importance of relationship building;
- Suggested that the Library present to Council at a workshop;
- Suggested that the Friends apply for the Neighbourhood Small Grants program
- Noted that going forward Council meetings will be held every Monday;
- Thanked the Board for her time spent as a representative to the Library Board and commented that the community is fortunate to have such a great facility and staff.

On behalf of the Board, A. Nimmons thanked N. Gambioli for her services to the Library.

12. New Business

F. Zhu has completed 8 years of service on the Library Board. A. Nimmons acknowledged her contributions and commitment to serving the Library and presented her with a gift from the BC Libraries Branch and a card from the Trustees.

F. Zhu expressed her appreciation for being part of the Library and thanked the Board and staff.

13. Date of Next Meeting

Wednesday, December 14, 2022, 7 p.m.

14. Adjournment

Moved by: A. Nimmons

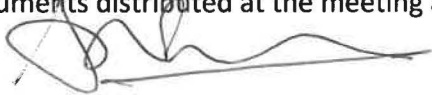
Seconded by: R. Fisher

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:26 p.m.

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



Alastair Nimmons
Chair, West Vancouver Memorial Library Board