



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

December 14, 2022, 7:00 p.m.

Welsh Hall

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

Regrets: D. Diedericks, N. Gambioli

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

1. Call to Order

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

2. Approval of Agenda

The following amendment was made to the Agenda:

- Addition of item 6. b) Board Constitution; and,
- Councillor Thompson will provide the Council Update for item 12.

Moved by: A. Nimmons

Seconded by: F. Zhu

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: A. Nimmons

Seconded by: A. Krawczyk

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.

A. Nimmons spoke to the positive patron comments and expressed gratitude to the Youth Department for an outstanding job. He noted that this is a great example of how the Library provides inclusion to all.

b) Presentation: Book Challenges Protocol

S. Felkar spoke to the challenges and long-term impacts public libraries face with regards to book banning.

She highlighted the following sections from the existing Library Board Policy Manual that can be used as guidance:

- Section 1. Philosophy and Intellectual Freedom; and,
- Section 8. Collection Development – Access and Requests for Review.

A. Nimmons noted it was helpful for the board to have a sense of the challenges coming in, in addition to the types of patron incidents staff face.

S. Hall advised that the Library is working with the District on a Workplace Violence Prevention assessment and an update will be provided to the Board in the New Year.

6. Governance

a) 2023 Library Board Meeting Schedule

A. Nimmons noted that the 2023 Library Board meeting schedule is consistent with the previous year, with meetings being held the third Wednesday of the month, with no meetings scheduled in March or August.

The Board approved the proposed West Vancouver Memorial Library Board 2023 Meeting Schedule.

R. Fisher advised that he is pursuing a Master's Degree and will be absent for the January and February Board meetings. He agreed to read the Board packages and minutes and will communicate with the Board during that time.

b) Board Constitution

A. Nimmons reminded the Board that at the November Board meeting, the trustees supported the HR Committee proceeding to make recommendations on appointments and re-appointments to Council. He noted that Council appointed B. Hafizi to the West Vancouver Memorial Library Board and re-appointed A. Nimmons, A. Krawczy, and T. Wachmann.

A. Nimmons thanked J. Sidhu for his services to both the Board and Engagement Committee.

J. Sidhu addressed the Board.

A. Nimmons spoke to the structure of the Board commenting on the governance issue of not having an odd number of Trustees.

A. Nimmons also advised that F. Zhu has completed 8 years of service on the Library Board and acknowledged her contributions and commitment to serving the Library.

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

7. Strategy

A. Nimmons thanked staff and the Board for the Strategic Framework annual review workshop. In general, the framework is still supported. The Board asked the Director to make minor revisions to the Framework to include more reference to the support and development of staff. S. Hall will return with a revised version at January's meeting.

8. Finance

a) Updated Proposed 2023 Operating and Capital Budget Submission

R. Shimoda advised that the Operating and Capital budget has been updated by deferring two facility items relating to skylights and windows to 2024 and updating the Help Desk project dollars. The Finance Committee has reviewed the budget.

Moved by: R. Shimoda

Seconded by: L. Yu

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

CARRIED

9. InterLink Update

a) Provisional 2023 InterLINK Budget

R. Shimoda advised that the 2023 Provisional Budget is provided to the Board for information and comment purposes only.

Moved by: R. Shimoda

Seconded by: J. Sidhu

THAT the Board receive the provisional InterLink budget as an information item.

CARRIED

10. Infrastructure Committee

A. Krawczyk reported on the following projects:

- 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 Chad has been busy assembling the studio. This work will carry on through early 2023;
- Concrete for the exterior stairs west surface has been poured and a December completion date is expected; and,
- The rooftop patio has been converted into a partial parking lot and a permanent community demonstration garden.

Steph noted staff are looking at potential funding options to install an accessible vertical lift next spring.

11. Engagement Committee

J. Sidhu spoke to the Community Relations Opportunity calendar that was circulated with the Board Package and noted that "An Evening with Jody Wilson-Raybould hosted by Angela Sterritt" was well attended.

He suggested that in addition to a tour, Council be invited to special events hosted by the Library. A few upcoming events were highlighted as possibilities, including the January 25 Robbie & Rabbits Robbie Burns/Lunar New Year celebration, the February 3

Friday Night Concert, or the January 28 author talk. It was also suggested that after the initial Council tour/event, Trustees be invited to reach out to their assigned Councillor to meet for coffee and follow up discussion.

S. Thompson spoke to the importance of building relationships with the Councillors and suggested that they be invited to attend a Board meeting.

A. Nimmons mentioned that the Police Board has a Council Liaison which may be another approach to consider.

J. Sidhu suggested that staff prepare a summary of recent engagements, including with Indigenous communities, to share with the Committee so the Committee can hear about the effectiveness and status of various community engagements.

S. Hall provided an update on the EDI Committee work to date. The committee has completed the self assessment in the Global DEI Benchmark tool. The tool is comprehensive and offers a large number of best practices to aspire to, not all of which can be pursued at once, given capacity. Prioritized recommendations are under development.

12. Council Update

S. Thompson provided an update highlighting the following:

- The new Mayor and Council are getting acquainted;
- Suggested inviting Council for a tour of the Library;
- The first Council meeting in the new year is scheduled for January 16, 2023;
- Mayor Sager will be holding three separate meetings with representatives of Tsleil-Waututh Nation, Squamish Nation, and Musqueam Nation and in the New Year the Councils of the three Nations and the DWV Council will meet;
- Meet your MLA on January 30, 2023;
- The Rotary Club of West Vancouver is hosting a blood donation clinic on Wednesday, December 21, 2022.

13. New Business

A. Nimmons mentioned that elections for Chair and Vice Chair will occur at the first meeting in January. He encouraged interested trustees to speak to C. Garton or himself.

C. Garton will once again lead an inclusive process for determining committee appointments. She'll look to find out where interest lies, including leadership and liaison opportunities.

A. Nimmons thanked S. Hall and S. Dale for their work and presented them with flowers. They both thanked the trustees noting that it is a pleasure working for them.

14. Date of Next Meeting

Wednesday, January 18, 2023, 7 p.m.

15. Adjournment

Moved by: A. Nimmons

Seconded by: R. Fisher

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:37 p.m.

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

A handwritten signature in black ink, appearing to be 'A. Nimmons', written over a horizontal line.

Alastair Nimmons

Chair, West Vancouver Memorial Library Board