



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

January 18, 2022, 6:30 p.m.

Welsh Hall

Present: A. Nimmons [Chair], C. Garton, P. Cottier, D. Diedericks, B. Hafizi, A. Krawczyk, S. Sanajou, R. Shimoda, S. Thompson, T. Wachmann, L. Yu

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

The Chair welcomed new Board member B. Hafizi.

1. Call to Order

The meeting was called to order at 6:34 p.m.

2. Approval of Agenda

Moved by: R. Shimoda

Seconded by: L. Yu

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: T. Wachmann

Seconded by: P. Cottier

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.

6. Governance

a) Election of Officers

Tracy Wachmann has been nominated and accepted the position of the Chair by acclamation.

Andy Krawczyk has been nominated and accepted the position of the Vice-Chair by acclamation.

S. Hall thanked A. Nimmons and C. Garton for their hard work as Chair and Vice-Chair.

b) Committees - Structure

C. Garton thanked the Board for their input. She discussed the Committee structures and noted that S. Dale will distribute the list of the 2023 Board Committees and Liaison positions to the Trustees.

Trustee Board Committee Membership appointments for 2023.

Human Resources

- Tracy Wachmann – Chair
- Andy Krawczyk – Vice-Chair
- Alastair Nimmons – Past Chair

Finance Committee

- Petra Cottier – Chair
- Ron Shimoda
- Lorena Yu
- Sahar Sanajou

Infrastructure Committee

- Dieter Diedericks – Chair
- Bahar Hafizi
- Alastair Nimmons

Engagement Committee

- Cynthia Garton – Chair
- Sahar Sanajou
- Petra Cottier

- Lorena Yu

Permanent Art Committee

- Dieter Diedericks

Interlink

- Ron Shimoda
- Lorena Yu - alternate

Foundation

- Ron Shimoda - Foundation Director - effective until May 2023

Friends of the Library

- Petra Cottier
- Cynthia Garton- alternate

The Chair thanked C. Garton for her work on organizing the committee groups and liaisons.

c) Committees – Trustee Interests

T. Wachmann noted that workshops will continue to be held for Board Trustees prior to the regular Board meetings.

A short discussion ensued with Trustees making suggestions for workshop topics as follows:

- Conflict of Interest;
- Joint Meeting with North Shore Libraries;
- EDI;
- Broader Concept of Advocacy;
- Joint Meeting with School Board;
- Freedom of Information and Privacy;
- How other Libraries Compare to WVML and how to Communicate that; and,
- Expansion of Intellectual Freedom.

The Chair asked Trustees to email S. Dale with any further suggestions for topics.

d) Ongoing education and environmental scanning – workshop topics of interest for 2023

T. Wachmann advised that an email from BCLTA was sent and encouraged the Board to attend these workshops. Networking and collaboration opportunities were discussed.

7. Strategy

a) Q4 and YE Business Plan Report

S. Hall provided an overview of the Q4 Business plan and reported on the progress of these goals.

In response to a question from the Board regarding staffing challenges, S. Hall commented that she is hopeful that this has started to stabilize.

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 reviewed the year end stats noting that we are close to pre-pandemic levels.

Discussion ensued and the Board thanked S. Hall and her team for the year end review.

Moved by: A. Krawczyk

Seconded: P. Cottier

THAT the Board receives the Q4 and YE Business Plan Report for information.

CARRIED

b) Draft 2023 Strategic Framework

S. Hall provided an overview of the 2023 Strategic Framework and advised that minor changes were made to include more reference to the support and development of staff.

Trustee feedback was positive.

Moved by: A. Krawczyk

Seconded: P. Cottier

THAT the 2023 Strategic Framework be approved.

CARRIED

c) Draft 2023 Business Plan

S. Hall provided an overview of the Draft Business Plan and outlined the goals for 2023. She advised that she will report on the progress of these goals throughout the year once the Plan has been approved.

Discussion ensued and the Board spoke in support of the Draft Business Plan.

Moved by: D. Diedericks

Seconded by: L. Yu

THAT the Draft Business Plan be approved.

CARRIED

8. Finance

a) 2023 Budget and Reporting Cycle

R. Shimoda spoke to the budget approval process and encouraged Trustees to attend the Finance Committee meetings.

9. Infrastructure Committee

A. Krawczyk reported on the following projects:

- The Recording Studio project is ongoing;
- The exterior stairs west surface project is complete and has been re-opened to the public;
- The new Help Desk arrived and was installed in December; and,
- Control dampers have been added to the colling system.

10. Engagement Committee

C. Garton spoke to the Community Relations Opportunity calendar that was circulated with the Board Package and noted that the calendar for 2023 calendar for 2023 has been updated and this document will be downloaded to SharePoint so that it is a live document that all trustees have access to.

C. Garton noted that S. Hall will present at the February 13, 2023 Council meeting and encouraged Trustees attend to show their support. She noted that it is a good opportunity to get to know the new Mayor and Council. C. Garton also highlighted the Robbie & Rabbits: Celebrating Burns Night and Lunar New Year on January 25, 2023.

C. Garton commented the following items will be discussed at the next Engagement Committee meeting:

- Timing for a library tour for Council, emphasizing the important of inviting Councillors to share their vision and feedback;
- Suggested that Council should be invited to special events hosted by the Library; and,
- After the initial Council tour/event, Trustees would be invited to reach out to their assigned Councillor to meet for coffee and follow up discussion.

11. Council Update

S. Thompson provided an update highlighting the following:

- Details of the upcoming budget consultation process;
- Mayor Sager has met with representatives of Tsleil-Waututh Nation, Squamish Nation, and Musqueam Nation;
- Her upcoming meeting with Patrick Weiler;
- Mayor and Council are well represented on Metro Vancouver Boards;
- Meet your MLA on January 30, 2023.

12. New Business

A. Nimmons mentioned that at the December 14, 2022 Board meeting, Trustees were informed that that Council did not re-appoint J. Sidhu to the Board. The Board respectfully requested an in-person meeting with Mayor and Council to better understand the reasoning for Council not making the re-appointment. At the meeting the following concerns were raised:

- The number of committees the member was on; and,
- Inappropriate use of social media.

A. Nimmons advised that as a result, R. Fisher has resigned from the Board.

J. Sidhu addressed the Board.

S. Hall thanked both J. Sidhu and R. Fisher for their services on the Board.

13. Date of Next Meeting

Wednesday ,February 15, 2023, 7 p.m.

A. Krawczyk sends his regrets for the February 15, 2023 Board meeting.

14. Adjournment

Moved by: A. Krawczyk

Seconded by: L. Yu

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:01 p.m.

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



Tracy Wachmann

Chair, West Vancouver Memorial Library Board