



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

July 19, 2022, 7:00 p.m.

Welsh Hall

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

Absent: A. Nimmons, S. Sanajou

Staff: S. Hall (virtual), S. Gill, S. Barton-Bridges, T. Matsuzaki, S. Dale

1. Call to Order

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

2. Approval of Agenda

The following amendment was made to the Agenda:

- Addition of "2024 Funding Distribution Request to the Foundation"

Moved by: B. Hafizi

Seconded by: D. Diedericks

THAT the Agenda be approved as amended.

CARRIED

3. Approval of Consent Agenda

Moved by: R. Shimoda

Seconded by: L. Yu

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.

S. Hall also congratulated S. Ozirny for the success of all her media interviews.

b) 2022 Impact Report

S. Barton-Bridges advised that once approved, the 2022 Impact Report will be sent to print.

S. Hall mentioned that the 2021 Impact Report won the PR Xchange award.

The Board spoke to the report commenting that it is aesthetically pleasing and easy to read. They congratulated S. Barton-Bridges and her team on a job well done.

Moved by: A. Krawczyk

Seconded by: P. Cottier

THAT the 2022 Impact Report be approved.

CARRIED

6. Governance

a) Board Recruitment

T. Wachmann mentioned that the Board recruitment takes place in the fall. Now is a good time to begin thinking about our upcoming needs for skills, connections, personal qualities, and diverse perspectives.

Discussion ensued regarding diversity, and it was suggested that a member of youth or a member of the Squamish Nation be recruited. This will be discussed at the September Board meeting.

7. Strategy

a) Business Plan – Q2 Update

S. Hall reported on the progress of these goals noting that most projects are on track.

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

8. Finance

a) 2024 Funding Distribution Request to the Friends

The Board thanked the Friends for their continued dedication and support to the Library.

Moved by: R. Shimoda

Seconded by: B. Hafizi

To approve the submission of the Library's funding distribution request to the Friends for a total of \$14,600 in 2024 as follows:

\$6,500 for collections

\$7,500 for programming

\$600 for technology and projects

CARRIED

b) 2023 Library Amended Funding Distribution Request to the Foundation

S. Gill noted that the major change contained in this amendment is funding for the recording studio project but the overall request to the Foundation remains the same as before at \$300,000.

P. Cottier advised that the Finance Committee has reviewed the 2023 Library Amended Funding Distribution Request to the Foundation and no concerns were noted.

Moved by: L. Yu

Seconded by: D. Diedericks

1. To approve the submission of the Library's 2023 amended funding distribution request for a total of \$300,000, subject to the consent of the Foundation.
2. To approve the receipt and expenditure of the amended funding from the Library Foundation in the amount of \$300,000 provided that the Library Foundation consents to the distribution.

CARRIED

c) 2024 Library Funding Distribution Request to the Foundation

The Board commented that they are thankful to the Foundation for their ongoing sustained funding to the library.

Moved by: R. Shimoda

Seconded by: A. Krawczyk

To approve the submission of the Library's funding distribution request to the Foundation for a total of \$300,000 in 2024 as follows:

\$117,336 for collections

\$170,664 for programming

\$12,000 for technology and projects

CARRIED

d) 2023 Mid-Year Budget Amendment

S. Gill advised that the Library received an additional \$181,569.92 one-time Public Enhancement Grant and it may be used over three years (2023-2025). The Senior Team will meet to discuss how to expend the grant and a memo for the board will be created using a similar process to the first installment. S. Hall noted that if funds are not used as outlined by the Ministry, they can reclaim them.

Moved by: R. Shimoda

Seconded by: A. Krawczyk

To approve the 2023 Mid-Year Budget Amendment submission to the District as presented.

CARRIED

e) Young Canada Works Funding Memo

Moved by: B. Hafizi

Seconded by: L. Yu

To approve the expenditure of 2023 Young Canada Works funding of \$3,411.45 to help cover in part the cost of a summer reading club assistant.

CARRIED

f) 2023 to 2025 Public Enhancement Grant– Round 1 of Funding

S. Hall noted that the Board will receive a second memo regarding the next round of funding at the September Board meeting.

An example of a need that will likely be put forward in the next round is the installation of MERV 13 air filters, which will assist us in providing cleaner airspaces during wildfire events.

The Board appreciates the format of the memo, which provides a good idea of what the funds will be used for, but leaves room for some flexibility and responsive initiatives.

Moved by: R. Shimoda

Seconded by: A. Krawczyk

To approve the expenditure of the Provincial Public Enhancement Grant of \$174,616 over the years 2023 to 2025 in the categories indicated and inclusion of this Grant in the 2023 mid-year budget amendment.

CARRIED

P. Cottier commended S. Gill for his outstanding work in compiling all of the financial items in an efficient, clear, and organized way.

9. Infrastructure Committee

D. Diedericks reported on the following projects:

- The draft 2024 Capital Plan and 2025-2034 Capital Plan has been reviewed by the Finance and Infrastructure Committee at their joint meeting on July 12, 2023;
- The Federal/Provincial CleanBC grant for approximately \$700,000 to support upgrades of the heating and ventilation system at the Library was announced on July 13, 2023;
- The replacement of hot water tanks is anticipated to be completed by the end of summer;
- The Help Desk Project design is underway – hope to review layouts and begin construction in the late summer/fall;
- The design for the Vertical lift to the rooftop parking/patio is also underway and staff are working with a surveyor to determine the best location for the lift; and,
- Preliminary South Mezzanine renovation planning is underway and Urban Arts Architecture will be updating the plans.

The Board expressed concern regarding staff capacity.

S. Hall acknowledged that capacity is a real issue for the team at this time. She expressed appreciation for the excellent staff leading these projects at both the Library and District.

S. Gill noted that a portion of the south mezzanine will be closed off when undergoing construction and estimates it will take approximately six months to complete. Noise mitigation will be discussed with the architects.

The Board commented that communication with the public will be important.

10. Engagement Committee

C. Garton advised that the Engagement Committee has not met since the last Board meeting.

C. Garton thanked Trustees for their attendance at the recent grant announcement for the CleanBC funding the Library received and at the Friday Night concert and Foundation Donor Appreciation reception commenting that good connections are being made.

T. Wachmann thanked S. Barton-Bridges and her team for all their hard work on making the CleanBC grant announcement a success.

C. Garton mentioned that the Engagement Committee will meet in September to review the non-user report, which should be in draft form by then. It was also suggested that the Library's work with Indigenous people be brought forward to a Board Workshop in September.

S. Thompson encouraged Trustees to attend upcoming Indigenous events highlighting the Squamish Nation 100th Amalgamation Day festival on July 23, 2023 held at Ambleside Beach.

11. Council Update

S. Thompson provided an update highlighting the following:

- Encouraged S. Hall and T. Wachmann to meet with the new District Manager in the Fall;
- R. Shimoda was selected as a recipient of the Community Commitment Award, and is well deserved; David Woodhouse, Mehran Farmanara, and Patricia Bowles also received awards – it was a fantastic ceremony and well deserved recognition;
- Monday, July 24 is the Council meeting before the summer break and the Ambleside Local Area Plan will be discussed;

- Expressed condolences for the loss of two community members, Darrin Morrison and Tom Dodd;
- The re-opening celebration for Horseshoe Bay Park is on Thursday, July 27 from 3:30—8 p.m.;
- The Harmony Arts Festival takes place August 4-13; and,
- The repairing of Ambleside and Dundarave piers should be complete early this fall.

12. New Business

None.

13. Date of Next Meeting

Wednesday, September 20, 2023, 7 p.m.

14. Adjournment

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:18 p.m.

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



Tracy Wachmann
Chair, West Vancouver Memorial Library Board