



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

May 17, 2022, 7:00 p.m.

Welsh Hall

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

Absent: D. Diedericks, S. Thompson

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

1. Call to Order

The meeting was called to order at 7:07 p.m.

2. Approval of Agenda

Moved by: R. Shimoda

Seconded by: B. Hafizi

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: A. Krawczyk

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.

b) Terms and Conditions Handbook Update

S. Hall outlined key changes to the handbook outlined in the memo. The Terms and Conditions are an administrative document and rest with the Director of Library Services, however it's important for the Board to be aware of any changes.

c) Collections Update

M. Yule provided a brief presentation highlighting collection trends

6. Strategy

a) Q1 Business Plan Progress Report

S. Hall provided an overview of the Q1 Business Plan report noting that significant progress was made in the first quarter.

7. Finance

a) 2022 Q1 Report

P. Cottier reviewed the 2022 Q1 report.

Moved by: R. Shimoda
Seconded by: L. Yu

To accept the 2021 Q1 operating and capital results as presented.

CARRIED

b) 2023 LawMatters Grant

P. Cottier advised that the Finance Committee has reviewed the 2023 LawMatters Grant and have no revisions.

Moved by: P. Cottier
Seconded by: L. Yu

To approve the expenditure of the 2023 LawMatters grant of \$1,500 to enhance the Library's legal collection.

CARRIED

8. InterLink Update

a) Announcement of new Executive Director

R. Shimoda announced that Leigh Anne Palmer was selected as InterLINK's new Executive Director following the retirement of Michael Burris who has provided outstanding and integral leadership to InterLINK since 2008. The hire was made after a comprehensive search process.

T. Wachmann thanked R. Shimoda for all his hard work on InterLINK.

9. Infrastructure Committee

A. Nimmons reported on the following projects:

- The launch of the Recording Studio was held on May 2;
- The vertical lift to the rooftop parking has been approved and an architect has been engaged;
- The Help Desk project is underway and an architect has been identified;
- Planning for the Mezzanine is underway; and,
- The heat system upgrade is in the preliminary stage.

S. Hall provided a brief overview of the space planning consultation in the fall. She advised that the public will be engaged mid-September to mid-October through in-person events, displays, and an on-line survey.

In response to a question from the Board, S. Gill advised that we hope to complete both the Help Desk renovation and the vertical elevator lift in 2023, barring unforeseen delays. The heat system upgrade is estimated to be complete by 2025.

10. Engagement Committee

C. Garton thanked Trustees for their involvement in preparing and engaging in the coffee meetings with Councillors and commented on the well established process.

C. Garton advised that T. Matsuzaki provided an overview of the Library's work with Indigenous people to the Engagement Committee and spoke in appreciation for the commitment that the Library has demonstrated by working towards Reconciliation through programming over the past seven years. She suggested that this item be brought forward to a Board Workshop in September.

C. Garton mentioned that S. Hall is reviewing the list of postal codes to get a better understanding of library non-users and will provide a draft report in the Fall. This information will coincide well with the space plan.

C. Garton encouraged Trustees to sign up for events that they are interested in attending in the Community Relations Opportunity calendar. She highlighted the following events:

- Community Cultural Fest – June 2-3
- Big Ideas Lecture 1: Angela Sterritt – June 16
- National Indigenous Peoples Day – June 21
- Foundation Donor Appreciation Event – June 23

11. Council Update

None.

12. New Business

None.

13. Date of Next Meeting

Wednesday, June 21, 2023, 7 p.m.

This meeting will be via Zoom.

14. Adjournment

Moved by: C. Garton

Seconded by: P. Cottier

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:17 p.m.

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



Tracy Wachmann

Chair, West Vancouver Memorial Library Board