



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

September 20, 2022, 7:00 p.m.

Welsh Hall

Present: T. Wachmann [Chair], C. Garton, B. Hafizi, A. Krawczyk, S. Sanajou, S. Thompson, L. Yu

Absent: P. Cottier, D. Diedericks, A. Nimmons, R. Shimoda

Staff: S. Hall, S. Gill, S. Felkar, 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

Moved by: T. Wachmann

Seconded by: S. Thompson

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: A. Krawczyk

Seconded by: S. Thompson

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 thanked T. Wachmann for attending the All Staff meeting on September 14, 2023. T. Wachmann brought treats to celebrate the IFLA Green Library Project award with staff and her generosity was very much appreciated.

S. Hall mentioned that she will present at the September 25, 2023 Council meeting and will highlight the following:

- IFLA Green Library Project Award, BCLA Eureka! Award, American Library Association PRXchange awards
- 2022 Impact report
- Increase in usership
- Youth space consultation
- Brain Health collection

b) Stats

S. Felkar provide an update on recent stats and noted that visits, enquiries, circulation, and program attendance has increased significantly since the pandemic.

c) Staff Recognition, IFLA

S. Hall spoke to the International Federation of Library Associations (IFLA) Green Library Project Award for our Climate Writer in Residence program and ongoing environmental work, which stretches back nearly 20 years. She thanked S. Barton-Bridges and K. Sakamoto for their leading work on the Climate Writer program, the Green Team and past boards and directors for their vision and achievements, and the whole library team for all their ongoing care and innovation on climate issues.

S. Barton-Bridges reflected on this achievement noting it was a career highlight.

S. Hall sincerely thanked the Board for all their support through the process.

d) CCTV

S. Hall advised that after a walkthrough with the WVPD as part of the Violence Risk Assessment, it was recommended to install cameras at entrances and exists.

S. Hall spoke to the importance of protecting personal privacy. The Ad Hoc Policy Sub-committee will meet to review the Privacy Policy and it will be brought forward at an upcoming Board meeting.

In response to a question from the Board, S. Gill advised that the cameras will be installed by the end of the year.

In response to a question from the Board, S. Gill advised that video footage will be deleted after thirty days. He further advised that the network video recorder on which the footage is located is in a locked room with access only available to the Privacy Officer, Director, Business Manager, and Facility Services Coordinator and the computer itself also has IT access controls.

Moved by: B. Hafizi

Seconded by: L. Yu

To direct WVML staff to:

- 1) Install cameras at the front of the library entrance and inside the back staff entrance and
- 2) Implement processes and procedures to comply with FOIPPA.

CARRIED

6. Governance

a) Board Recruitment

T. Wachmann spoke to the Board recruitment process this fall and advised that C. Garton and R. Shimoda will be leaving in December. She noted that the Board currently has 11 Trustees, but can have a maximum of 13 and asked the Board their preference. She highlighted some of the attributes the Board HR Committee is looking for and the needs for skills, connections, personal qualities, and diverse perspectives.

Discussion ensued regarding diversity, and the recruitment of a member of youth or a member of the Squamish Nation was explored.

S. Dale is working with Legislative Services and will provide dates, deadlines, and any other details once finalized.

7. Strategy

a) Strategic Framework

S. Hall provided an update on the process of the strategic framework review. The strategic framework will be presented to the Board at the November workshop for their feedback and S. Hall will return with a revised version at January's meeting. She mentioned that at last year's meeting, the Board asked to make minor revisions to the Framework to include more reference to the support and development of staff.

The Board spoke in support of this process as it provides flexibility.

8. Finance

a) Annual Budget & Financial Reporting Cycle

L. Yu advised that the Library's budget process is driven by the process and timeline established by the District of West Vancouver.

The Annual Budget & Financial Reporting Cycle Report is provided to the Library Board for information.

The Board expressed their thanks to S. Gill for his efforts.

b) 2023 Q2 Report

L. Yu advised that the Finance Committee reviewed the 2023 Q2 report and no concerns were noted.

The Board expressed concerns regarding staffing capacity acknowledging that it is going to be a busy Q4. It was requested that this be brought forward at the October meeting for discussion as staffing levels need to be addressed.

Moved by: S. Thompson
Seconded by: S. Sanajou

To accept the 2023 Q2 operating and capital results as presented.

CARRIED

c) Proposed 2024 Operating and Capital Budget Submission

L. Yu highlighted the one-time operating initiatives of \$45,000 for a librarian on a short-term contract to perform project and change management for the transition from the current electronic records management system (EDOCS) to a new Sharepoint system.

L. Yu spoke to circulation trends and the increasing demand for e-collections.

L. Yu also commented on the importance of staff personal development and training opportunities.

In response to a question from the Board, S. Hall advised that the Rick Hansen Foundation conducted an accessibility review in 2015 and some recommendations that have been completed include:

- Creation of a ramp from the accessible parking area to the Library entrance.
- Installation of an accessible book return.
- Painting of a high contrast white nose strip on the interior stairs.
- Availability of screen reading software in the Library.
- Installation of an accessible computer.

Moved by: L. Yu

Seconded by: B. Hafizi

To approve the proposed 2024 Operating Budget in principle, 2024 One-Time Initiatives, 2024 Capital Budget along with rankings, and the 2025-2034 Capital Forecast for submission to the District.

CARRIED

9. Infrastructure Committee

B. Hafizi reported on the following projects:

- Library staff are working with the District Facilities and Purchasing departments on the tendering process for the heating upgrades in the Library. An engineering consultant has been hired by the District to act as an advisor in reviewing the tender and in evaluating the bids. The plan is to issue the tender by the end of October.
- The Library end of life hot water tanks have been replaced – one in Welsh Hall and two in the staff area. The two tanks in the staff area have been replaced with one energy efficient heat pump water heater. Heat pump water heaters pull heat from the surrounding air and transfer it at a higher temperature to heat water in a storage tank. This change will result in energy and cost savings.
- A contractor has been hired for the Help Desk renovation. DVD's have been moved to the West Wing and construction related work, including abatement, is expected to commence the week of September 25th. Protective hoarding will be erected in the construction area prior to construction and abatement work.
- An updated architectural design for the Elevator to the Rooftop parking project has been completed and engineers recommend a straight through elevator design located by the stairs leading up to the rooftop parking. We are awaiting the electrical design before discussing with Purchasing on whether or not a tender or direct award process will be initiated to hire a contractor.
- Urban Arts Architecture has done a walkthrough of the Mezzanine area and will be advising on a schematic design for that area, taking into account the seismic upgrades and renovations that are necessary in that area. Urban Arts will also be assisting in providing an updated cost estimate for the Mezzanine area and for the future Youth floor renovations.

A. Krawczyk suggested notifying the neighbours of the 4 a.m. construction and spoke to the importance of communication.

10. Engagement Committee

C. Garton advised that the Engagement Committee will be meeting on October 4, 2023, to review the draft non-user report and discuss advocacy opportunities.

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:

- Annual Civic Reception to honor volunteer contributions to the citizens of West Vancouver on Thursday, October 12.
- NewToBC - A Presentation on Current Immigrant Settlement Facts, Figures and Issues on Wednesday, October 18.
- Joint North Shore & Bowen Island Library Boards workshop: Inclusive Governance on Wednesday, November 1.
- Special programming will be offered on September 30 to honour the National Day for Truth and Reconciliation.

S. Hall advised that the Library will be open on Remembrance Day to the public opening at 1 p.m.

11. Council Update

S. Thompson provided an update highlighting the following:

- Her attendance at UBCM (Union of BC Municipalities) 2023 convention (September 18-22).
- West Vancouver's Mayor and Council and Senior Management attended a strategic planning day led by their Municipal Manager commenting that climate change is becoming a massive challenge.
- Mayor Sager passed on his congratulations on the success of the Summer Reading Club medal ceremony.
- Mentioned that her term as a Council liaison on the Library Board will be coming to an end in December and a new Council representative will be appointed for 2024.

12. New Business

None.

13. Date of Next Meeting

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

14. Adjournment

Moved by: S. Thompson

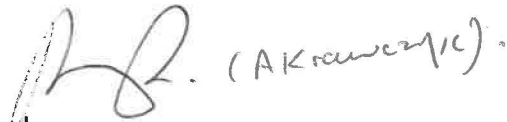
Seconded by: L. Yu

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:32 p.m.

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

A handwritten signature in dark ink, appearing to read "Tracy Wachmann" with a stylized flourish at the end.

Tracy Wachmann

Chair, West Vancouver Memorial Library Board