



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

October 18, 2022, 7:00 p.m.

Welsh Hall

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

Absent: T. Wachmann, G. Garton, A. Nimmons

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

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Approval of Agenda

Moved by: D. Diedericks

Seconded by: P. Cottier

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: S. Thompson

Seconded by: B. Hafizi

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) Policy Updates: Privacy

The memo draft was shared with the Ad Hoc Policy Sub-committee and no concerns were noted. One important change was to specify that it's the intellectual freedom components of the CFLA statement the Library is supporting, while privacy is regulated by FOIPPA in BC.

S. Felkar provided a detailed overview of the memo and changes to the policy necessitated by the pending addition of new CCTV cameras.

Moved by: D. Diedericks

Seconded by: P. Cottier

To update the Board Policy Manual.

CARRIED

b) Revised Terms of Reference for the Arts & Culture Advisory Committee

S. Hall advised that the Arts & Culture Advisory Committee has revised their terms of reference and are proposing one member from the West Vancouver Memorial Library Board be appointed as a non-voting member. Trustees that would like to participate can put their names forward at the November Board meeting for nomination. It was also suggested that an alternate be appointed.

7. Strategy

a) Q3 Business Plan Report

S. Hall provided an overview on the Q3 Business Plan. She reported on the progress of these goals noting that most projects are on track.

P. Cottier acknowledged the staggering number of initiatives that the Library has accomplished this year and thanked staff for all their hard work.

8. Finance

a) Provincial Public Enhancement Grant

P. Cottier provided an update regarding the second installment of the one-time Public Enhancement Grant received in the amount of \$181,569.92 and advised that the Library proposes to expend the grant in the following categories:

- Facilities & Equipment
- Temporary Project Staffing
- Third Party Services and Service Improvements/Enhancements.

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: P. Cottier

Seconded by: R. Shimoda

To approve the expenditure of the second installment of the Provincial Public Enhancement Grant of \$181,569.92 over the years 2023 to 2025 in the categories indicated.

CARRIED

9. Infrastructure Committee

D. Diedericks reported on the following projects:

- Library staff are continuing to work 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 Help Desk project is underway and it will be complete no later than early December.
- The electrical design for the Elevator to the Rooftop parking has been complete.
- A meeting with Urban Arts Architecture has been scheduled to review design options for the Mezzanine.
- Plywood sheeting on the north and south wings of the building are being installed taking into account the seismic upgrades and renovations that are necessary in that area.

Steph advised that the Help Desk renovations have been well-managed to try to minimize patron inconvenience.

10. Engagement Committee

S. Sanajou advised that the Engagement Committee met on October 4, 2023, to review the draft non-user report.

S. Sanajou asked the Board if they thought it would be valuable doing a Council coffee meet up in the fall. S. Thompson commented that two meetings per year may not be necessary if there are no urgent issues, and the Board may want to look to Q1 or Q2 next year.

11. Council Update

S. Thompson provided an update highlighting the following:

- Mention that PumpkinFest held on Sunday, November 15, 2023 was well attended;
- Thanked the Trustees for attending the Volunteers Civic reception on Thursday, October 12, 2023;
- The Rotary Club of West Vancouver raised \$15,000 to support youth groups in the community;
- West Vancouver Council voted to ban the sale and private use of fireworks in the municipality, bringing it in line with most other Metro Vancouver communities;
- Eight members of the community were appointed to the Environment Committee. The purpose of the Committee is to advise Council on the development and implementation of initiatives to meet the District's greenhouse gas (GHG) emission reduction targets, adapt to climate change, and protect the community's natural assets.
- At the October 23, 2023 meeting, Council will discuss large dogs on the Seawall.

12. New Business

None.

13. Date of Next Meeting

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

14. Adjournment

The meeting was adjourned at 7:57 p.m.

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

A handwritten signature in blue ink, appearing to read 'Tracy Wachmann', with a stylized, cursive script.

Tracy Wachmann
Chair, West Vancouver Memorial Library Board