



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

November 15, 2022, 7:00 p.m.

Welsh Hall

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

Absent: A. Krawczyk, A. Nimmons, S. Thompson

Staff: S. Hall, S. Felkar, S. Gill, R. Hinmueller, S. Dale

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Approval of Agenda

Moved by: R. Shimoda

Seconded by: L. Yu

THAT the Agenda be approved.

CARRIED

3. Delegation

a) Youth Panel

R. Hinmueller provided an overview of the Youth Space planning consultation process and thanked all kids, teens, and adults for filling out the survey and sharing their feedback.

R. Hinmueller introduced the teens who responded to the survey and were selected to present to the Board. They spoke about what they love about the library highlighting the following:

- Location and hours (proximity to schools and accessibility).
- Space (teen room, meeting room, public spaces).
- Productive environment (people working, generally quiet).
- Friends (meeting with friends, networking/socializing, homework).

Challenges and ideas:

- Noise levels.
- Storyhouse is used for tutoring, it's not cozy, and fills up quickly.
- The outlets on the main floor fiction carrels don't always work.
- Teen meeting room is often unavailable.
- Not enough meeting spaces.
- The existing zoom booths are for only one or two people.
- Most library meeting rooms require payment.

Ideas:

- Additional isolated group spaces – four person zoom booths, ideally mobile units that can be repositioned or relocated for group studying and for reducing noise.
- Computers are not needed as most teens have a personal laptop!!!

The board thanked the teens for their presentation commenting that it was interesting to hear their ideas from a youth perspective.

4. Approval of Consent Agenda

Moved by: D. Diedericks

Seconded by: B. Hafizi

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Director

a) Update

S. Hall provided an update on the Director's report. Please see report attached.

The Board thanked the Friends for all their hard work in making the Remembrance Day tea a success. The Board agreed that the 1 p.m. opening time is working well.

7. Governance

a) 2024 Statutory Holiday Proposal

S. Hall provided an overview of the proposed 2024 statutory holidays and some statistics on library use on stat holidays. In general, open days with a learning component tend to have higher visitor numbers.

Moved by: R. Shimoda

Seconded by: B. Hafizi

That the 2024 holiday hours be approved as circulated.

CARRIED

b) Nomination of Library Board Representative – 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.

The Board unanimously agreed to nominate L. Yu to represent the West Vancouver Memorial Library as a non-voting member.

The Board thanked L. Yu noting that both her experience and interest in art and culture would be an asset to the Committee.

Staff will send a letter of recommendation to the Arts & Culture Advisory Committee recommending the appointment of L. Yu.

c) Policy Memo – Board Size

S. Hall advised that the HR Committee met to review applications; however, as only one application was submitted they agreed to have a more robust spring recruitment to re-expand the Board to full size.

C. Garton encouraged trustees to think about who good candidates for this role would be. She highlighted some of the attributes and the needs for skills, connections, personal qualities, and diverse perspectives.

Moved by: C. Garton

Seconded by: L. Yu

To update the Board Policy to allow for a minimum board size of 5 members, consistent with the provisions of the *Library Act*.

CARRIED

8. Strategy

None.

9. Finance

a) 2023 Q3 Report

P. Cottier advised that the Finance Committee reviewed the 2023 Q3 report and no concerns were noted.

Moved by: R. Shimoda

Seconded by: L. Yu

To accept the 2023 Q3 operating and capital results as presented.

CARRIED

b) Proposed Revised 2024 Operating and Capital Budget Submission

P. Cottier advised that due to a capital funding gap, the various Divisions have been asked by District Finance to reduce their capital requests. District Facilities discussed with Library staff and reduced \$100,000 for Zoom booths, adjusted the amount requested for Mezzanine shelving and furnishings from \$156,500 to \$80,000 and reduced the multi-year capital renewal budget from \$826,918 to \$370,772 by deferring skylight replacement, window replacement, and concrete sealing to 2025. The decrease was offset by an increase to the amount required for the upcoming Mezzanine renovations.

Moved by: D. Diedericks

Seconded by: P. Cottier

To approve the revised 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

10. 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; however, the issuing of the tender has been delayed.
- The Help Desk project is underway and it will be complete no later than early December.
- The permit application for the Elevator to the Rooftop parking is almost complete.
- Staff met with Urban Arts Architecture to review design options for the Mezzanine.
- District facilities has hired a roofing consultant to install plywood sheeting on the north and south wings of the building. Construction will commence next year.
- The skylight replacement, window replacement, and concrete sealing have been deferred to 2025.

D. Diedericks commented on the importance of replacing/upgrading infrastructure before end of life.

11. Engagement Committee

C. Garton highlighted the Joint North Shore & Bowen Island Library Boards workshop: Inclusive Governance held on Wednesday, November 1, and commented that it was a well attended event.

C. Garton thanked S. Hall for highlighting upcoming programs in her Director's report and encouraged Trustees to attend events that they are interested in attending.

C. Garton spoke to Council coffee meet ups in Q1/Q2 and thought it would be valuable with new Trustees being appointed in the spring.

The Engagement Committee will meet next in the new year.

S. Hall reported on her meeting with MLA Karin Kirkpatrick and discussed the request for support of an increase to Provincial core library funding.

12. Council Update

None.

13. New Business

T. Wachmann suggested having a social gathering in January 2024 with the Board and the Senior Team. Details for this event will be further discussed at the December Board meeting.

S. Hall acknowledged D. Diedericks' commitment and contributions to serving the Library and thanked him for chairing the Infrastructure Committee.

D. Diedericks expressed his appreciation for being part of the Library Board and thanked the Board and staff.

14. Date of Next Meeting

Wednesday, December 13, 2023, 7 p.m.

15. Adjournment

The meeting was adjourned at 8:03 p.m.

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

A handwritten signature in cursive script, appearing to read 'Wachmann', written in dark ink.

Tracy Wachmann
Chair, West Vancouver Memorial Library Board