



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

December 13, 2023, 7:00 p.m.

Welsh Hall

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

Absent: D. Diedericks, S. Sanajou

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

1. Call to Order

The meeting was called to order at 7:09 p.m.

2. Approval of Agenda

Moved by: R. Shimoda

Seconded by: L. Yu

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: P. Cottier

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.

b) Q3 Director's Report

S. Hall provided an overview on the Q3 Director's report and thanked Communications for their hard work.

6. Governance

a) 2024 Library Board Meeting Schedule

T. Wachmann noted that the 2024 Library Board meeting schedule is consistent with the previous year, with meetings being held the third Wednesday of the month, with no meetings scheduled in March or August.

The Board approved the proposed West Vancouver Memorial Library Board 2024 Meeting Schedule.

b) Board Transitions – Thank you to Departing Members

T. Wachmann thanked C. Garton, P. Cottier, D. Diedericks, and R. Shimoda for their work and presented them with flowers. They expressed their appreciation for being part of the Library Board and thanked the Board and staff.

T. Wachmann thanked S. Hall and S. Dale for their work and presented them with flowers. They both thanked the trustees noting that it is a pleasure working for them.

T. Wachmann mentioned that the Board is planning on having a social gathering in January 2024 with the Board and the Senior Team. Details will be provided shortly.

c) Committees – Trustee Interests

T. Wachmann will contact Trustees in early January to find out where their interest lies, including leadership and liaison opportunities which will help determine committee appointments.

d) Workshop Topics of Interest for 2024

T. Wachmann noted that workshops will continue to be held for Board Trustees prior to the regular Board meetings.

A short discussion ensued with Trustees making suggestions for workshop topics as follows:

- Aboriginal Relations
- School District Joint meeting
- Arts & Culture

The Chair asked Trustees to email T. Wachmann with any further suggestions for topics.

7. Strategy

No report.

Today's Board Workshop reviewed the Strategic Framework and progress on Annual Business Plan. Feedback from staff, gathered through a survey and in person sessions was shared. Given the discussion, there are no changes requested for the Strategic Framework in 2024.

The Q4 Business Plan Progress Report will be provided in January if statistics are available in time. This report typically includes a deeper dive on statistics and overall performance analysis as part of year end.

A draft business plan is typically presented at January or February meeting.

8. Finance

a) InterLINK

R. Shimoda advised that the 2024 Provisional Budget is provided to the Board for information and comment purposes only.

L. Yu spoke to the excellent workshops provided to trustees by InterLINK and encouraged them to attend.

9. Infrastructure Committee

B. Hafizi reported on the following projects:

- The help desk renovation is now complete.
- The District's Purchasing Department is finalizing the tender package for the heating upgrades in the Library.
- The permit application for the Elevator to the Rooftop parking is almost complete.
- Staff have provided Urban Arts Architecture feedback on the 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.

10. Engagement Committee

C. Garton noted that the Engagement Committee will meet next in the new year.

11. Council Update

S. Thompson reported on the following:

- Details of the upcoming budget consultation process.
- The Ambleside Local Plan and Phase 2 of the Housing Strategy.
- Several committees have been disbanded and Council will be discussing a new way to structure the committees.
- The Squamish Nation and its extended community came together to mourn the passing of Chief Richard Williams.
- Encouraged Trustees to visit the current exhibition at the West Vancouver Art Museum with Ross Penhall – Losing Control of the Landscape.
- Expressed appreciation for Municipal Manager Scott Findlay, who has been in his new position for nearly six months.

12. New Business

None.

13. Date of Next Meeting

Wednesday, January 17, 2024, 7 p.m.

14. Adjournment

The meeting was adjourned at 8:07 p.m.

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



Tracy Wachmann
Chair, West Vancouver Memorial Library Board