



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

April 17, 2024, 7:00 p.m.

Welsh Hall

Present: A. Krawczyk [Acting Chair], B. Hafizi, A. Nimmons, S. Sanajou, S. Thompson, L. Yu

Absent: T. Wachmann

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

1. Call to Order

The meeting was called to order at 7:06 p.m.

2. Approval of Agenda

Moved by: B. Hafizi

Seconded by: S. Thompson

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: S. Thompson

Seconded by: S. Sanajou

THAT the Consent Agenda be approved.

CARRIED

The Board spoke to the Library User survey acknowledging its success with over 3000 responses already received.

The Board thanked staff and the EDI Steering Committee for their work and commented that a lot of progress has been made.

4. Business Arising from Minutes

None.

5. Director

a) Update

Please see report attached report from the Director.

S. Hall also mentioned that the Witness Blanket was a huge success and staff will provide an update at the May Board meeting.

Discussion ensued regarding topics for the May workshop, and it was agreed to be cancelled. There will not be a workshop in June as well; however, Board members are encouraged to attend the Donor Appreciation event on June 21.

6. Governance

a) Terms of Use: Borrowing Limit Increased to 100 Physical Items

S. Hall advised that the Library has increased the borrowing limit for most patron types to 100. The 50-item limit was restrictive for certain families with multiple users on one card. After surveying neighbouring libraries, it was found that many of them had higher borrowing limits. We aren't planning to advertise this change, however; patrons can now check out more items on one account.

7. Strategy

a) 2024 Draft Business Plan (revised)

S. Hall provided an overview of the Draft Business Plan and advised that the board changes were incorporating, including a reference to the support and development of staff and the importance of their mental wellness, research and planning preparatory to the development of a growth strategy in 2025, and work on some HR processes. S. Hall will report on the progress of these goals throughout the year.

Moved by: A. Nimmons

Seconded by: L. Yu

THAT the revised Business Plan be approved.

CARRIED

b) Q1 Business Plan Report

S. Hall provided an overview of the Q1 Business Plan report noting that significant progress was made in the first quarter and thanked all library staff for their hard work.

Moved by: B. Hafizi

Seconded by: S. Sanajou

THAT the Q1 Business Plan Report be received for information.

CARRIED

8. Finance

a) 2023 Year End Finance Report

A. Nimmons advised that the Finance Committee reviewed the 2023 Year End Finance report and no concerns were noted.

The Board thanked S. Gill for all his hard work in preparing these documents.

Moved by: A. Nimmons

Seconded by: L. Yu

The 2023 Year End Financial Report is provided to the Library Board for information.

CARRIED

9. Infrastructure Committee

B. Hafizi reported on the following projects:

- The RFP for the heating upgrade project has closed and we have reviewed the proposals. We will be engaging a firm soon to provide complete design and construction services.
- The roofing upgrade project tender has been posted and closed April 9th. We will start reviewing the proposals soon.
- The Elevator to the Rooftop parking project tender has been posted and is closing April 18th.
- A Circulation area renovation is underway which involves opening up the workspace, relocation of the accessible self-checkout, and includes installation of glazing, swinging doors, and height adjustable desks. This will result in a more efficient layout for Circulation staff.
- We are in the early stages of preparing for the Mezzanine renovation. The architects have received the cost estimate and have forwarded it to their consultants for review and should have the reports to us in the next two weeks. We will then

engage a structural engineer, designer, and lighting consultant to assist in moving forward on construction.

In response to a question from the Board, S. Gill advised that the Mezzanine renovation is anticipated to be complete by late summer or early fall.

10. Engagement Committee

S. Sanajou encouraged the Board to attend the Foundation Donor event on June 21, 2024, commenting that it is important to acknowledge our donors.

S. Sanajou mentioned that the Community Relations Opportunity calendar will be re-introduced at the May Board meeting and asked Trustees to sign up for events that they are interested in attending.

11. Council Update

S. Thompson reported on the following:

- The Keen Lau Fitness Circuit in Ambleside Park is scheduled to be open for use by the public on April 20, 2024.
- Beginning this summer, the District will begin construction of four new outdoor pickleball courts in Ambleside Park. The new courts will be situated south of the Spirit Trail, on H Field, a gravel field which is currently primarily used for parking. The placement of the courts meets with recommendations from Pickleball BC regarding noise mitigation.
- April 6 was the official opening of the Arnold Wallner SAR base at Capilano Gate (just inside the watershed gate at Cleveland Dam. This is a new state of the art facility that replaces their old Cap Gate SAR station, and provides critical space for rescue and helicopter operations in the western portion of their response area.
- A full-scale Wildfire Fighting Exercise was hosted by the District of North Vancouver Fire and Rescue Services (DNVFRS) in Deep Cove on Thursday, April 11.
- The District of North Vancouver's Long Service awards were held on April 17.
- The deadline to submit nominations to an outstanding person or group for a 2024 West Vancouver Community is May 5.
- Spoke to the initial phase of the pay parking in effect at Lighthouse Park, Whyte Lake/Nelson Canyon Park, and Whytecliff Park.
- West Vancouver Council has indicated it plans to designate 2,500 acres of forested "Upper Lands" as dedicated park space.

12. New Business

None.

13. Date of Next Meeting

Wednesday, May 15, 2024, 7 p.m.

14. Adjournment

The meeting was adjourned at 7:58 p.m.

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

A handwritten signature in cursive script, appearing to read 'Tracy Wachmann'.

Tracy Wachmann
Chair, West Vancouver Memorial Library Board