



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

May 15, 2024, 7:00 p.m.

Welsh Hall

Present: T. Wachmann [Chair], A. Krawczyk, B. Hafizi, A. Nimmons, S. Sanajou,

Absent: S. Hall, S. Thompson, L. Yu

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

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. Approval of Agenda

Moved by: A. Nimmons

Seconded by: B. Hafizi

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: B. Hafizi

Seconded by: A. Krawczyk

THAT the Consent Agenda be approved.

CARRIED

In response to a question from the Board, S. Felkar advised that the increase in virtual circulation stats may be a result of collecting better data as well as the Library User survey directing patrons to the library's website. The Board congratulated S. Felkar and the Communications team for the success of the survey.

4. Business Arising from Minutes

None.

5. Director

a) Update

Please see report attached report from the Director.

b) Survey Update

S. Felkar provided an overview noting that over 2,700 surveys have been received and highlighted some of the key findings as follows:

On average, how often to you visit the library?

- 25% two or three times a month
- 24% about once a week
- 16% more than once a week
- 16% about once a month

How do you learn about programs and activities at the library?

- 51% Library website
- 49% Posters in the library
- 46% Library's monthly e-newsletter

What age group are you in?

- 24% 55-69
- 24% 35-54
- 23% 70-79

What's Next:

- Analysing the responses to questions more deeply
- Coding write-in responses to questions.
- Creating user profiles

c) Coop Data Breach

S. Felkar advised that on April 19, the BC Libraries Coop suffered a cyber-attack on an email server. The hackers obtained logs showing email addresses and a log of which addresses communicated with which no passwords or email content were obtained. The impact on the WVML appears to be nothing, but if any it would be limited to a few staff emails, as we do not use the Coop services that would have involved patron emails on the server. Staff were notified.

d) Witness Blanket Report

S. Barton-Bridges spoke to the success of the Witness Blanket.

The Board commented on the Witness Blanket and the incredible learning opportunity that this provided the community. They thanked staff for all their hard work coordinating this event.

e) 2023 Impact Report

The Board spoke to the report commenting that it is aesthetically pleasing and easy to read. They congratulated S. Barton-Bridges and her team on a job well done.

6. Governance

a) Board Training – Len Pierre Session

T. Wachmann encouraged the Board to watch the Len Pierre video which was included in the package. This item will be added to the June agenda for discussion.

7. Strategy

None.

Finance

a) 2024 LawMatters Grant

Moved by: A. Nimmons

Seconded by: B. Hafizi

To approve the expenditure of the 2024 LawMatters grant of \$1,500 to enhance the Library's legal collection.

CARRIED

b) 2024 Budget Adoption

The Board congratulated S. Gill on the budget approval process and thanked him for continuing to build strong relationships with the District.

Moved by: A. Nimmons

Seconded by: S. Sanajou

To adopt the Library's 2024 operating and capital budgets and to approve the submission of the revised 2024 one-time initiatives to the District.

CARRIED

c) 2024 Q1 Report

A. Nimmons advised that the Finance Committee has reviewed the 2024 Q1 report and no concerns were noted.

Moved by: A. Nimmons

Seconded by: B. Hafizi

To accept the 2024 Q1 operating and capital results as presented.

CARRIED

8. Infrastructure Committee

B. Hafizi reported on the following projects:

- We have signed a contract with Modern Niagara to provide design services for the heating upgrade. A kick-off meeting occurred on May 8th. We will also be negotiating future construction services with them. We anticipate the design work to be completed over the next several months with construction negotiations to commence in September.
- Flynn Canada has been hired to upgrade the North and South roofs, which will involve removing the existing metal roof panels and installing plywood sheathing underneath on top of the existing decking. This upgrade work will improve the seismic performance of the building and was recommended in a recent seismic assessment performed by a structural engineering firm. We anticipate this work to be completed over this summer.
- The Elevator to the Rooftop parking project tender closed and we are in negotiations with one of the bidders. We anticipate the work to be completed over this summer.
- The Circulation area renovation is almost complete with just a few outstanding items. Work should be completed by the end of May.
- We continue preparing for the Mezzanine renovation. We have received the cost estimate and have completed our work with the architect. We have now engaged a structural engineer, designer, and lighting consultant to prepare the details for the permit package and to oversee the construction. We have also purchased a storage container located in the upper West parking lot, which will help store materials while the renovation is underway. We are in the process of relocating materials. We anticipate commencing the renovation work in late summer or early fall.

9. Engagement Committee

T. Wachmann advised that the Engagement Committee has not met since the last Board meeting.

[5]

T. Wachmann noted that the Friends of the Library's SHRED-IT event was held on May 11, 2024. She thanked the Friends, staff, and trustees for their help in making this event a huge success.

10. Council Update

None.

11. New Business

None.

12. Date of Next Meeting

Wednesday, June 19, 2024, 7 p.m. – Virtual

13. Adjournment

The meeting was adjourned at 7:43p.m.

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



Tracy Wachmann
Chair, West Vancouver Memorial Library Board