



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

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

Welsh Hall

Present: T. Wachmann [Chair], A. Krawczyk, B. Hafizi, E. He, W. Marais, P. Morris,
H. Vanee

Absent: A. Nimmons, S. Sanajou, S. Thompson, L. Yu

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

The Chair welcomed new Board members E. He, W. Marais, P. Morris, and H. Vanee to the meeting.

1. Call to Order

The meeting was called to order at 7:13 p.m.

2. Approval of Agenda

Moved by: B. Hafizi

Seconded by: E. He

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: H. Vanee

Seconded by: T. Wachmann

THAT the Consent Agenda be approved.

CARRIED

4. Business Arising from Minutes

None.

5. Director

a) Update

Please see report attached report from the Director.

T. Wachmann and S. Hall thanked the Senior Team for all their hard work during S. Hall's absence.

6. Governance

None.

7. Strategy

a) Business Plan – Q2 Update

S. Hall reported on the progress of these goals noting that most projects are on track.

8. Finance

a) 2025 Amended Funding Distribution Request to the Foundation

Moved by: A. Krawczyk
Seconded by: W. Marais

To consent to the Library's 2025 amended funding distribution request for a total of \$300,000 in 2025 as follows:

\$112,600 for collections
\$175,400 for programming
\$12,000 for technology and projects

CARRIED

b) Young Canada Works Funding Memo

Moved by: P. Morris
Seconded by: E. He

To approve the expenditure of 2024 Young Canada Works funding of \$3,487.26 to help cover in part the cost of a summer reading club assistant.

CARRIED

c) 2024 Library Enhancement Grant

Moved by: W. Marais
Seconded by: B. Hafizi

To approve the expenditure of an additional one-time library Enhancement Grant received in 2024 of \$23,800.68.

CARRIED

d) 2024 Mid-Year Budget Amendment

S. Gill advised that the main 2024 mid-year amendments include:

- An amount of \$3,487.26 from Young Canada Works for a summer reading club assistant.
- An increase of \$5,500 of operating expenditures from the Foundation as per the 2024 amended request to the Foundation.
- A one-time Provincial library enhancement grant amount of \$23,800.68
- An increase of \$60,000 from the Foundation in 3rd party capital revenue with offsetting costs to enhance the sound system, stage, and equipment in the new concert area in the Main Hall.
- The Library Board has approved the receipt and expenditure of funds for a 3rd party Law Matters Grant, which has been included in the 2024 District mid-year capital budget amendment. The total of this grant is an increase of \$1,500 in 3rd party capital revenue with offsetting costs.

Moved by: B. Hafizi
Seconded by: W. Marais

To approve the 2024 Mid-Year Budget Amendment submission to the District as presented.

CARRIED

S. Gill advised that the library salaries are currently trending over budget due to a number of factors including increased temporary salary usage due to absences (e.g sick) and maternity leave top up coverage. A mid-year budget amendment for salaries was proposed.

Moved by: A. Krawczyk
Seconded by: W. Marais

To approve library staff to submit to the District an additional operating budget amendment for salaries if required.

CARRIED

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

9. Infrastructure Committee

B. Hafizi reported on the following projects:

- Modern Niagara has prepared a design brief with three options for the heating system upgrade. Their recommended option is a heat pump with an electric boiler. Once the design is finalized, we will work on negotiations for construction. Construction negotiations and construction mobilization will commence with Modern Niagara in September. Most of the work will begin next year during the late spring/summer when it becomes warmer, and less heating is required.
- Flynn Canada is approximately 90% complete on the roofing seismic upgrade. They should be complete by July 19th. The rooftop parking and community garden will re-open shortly thereafter.
- We are working with a contractor to provide us a non-commitment budget for the elevator to the rooftop parking project. We expect to receive this budget within the next week and will then determine next steps. We are hoping we can engage this contractor and complete the work this summer.
- Materials continue to be moved in preparation for the Mezzanine renovation. The permit package is ready, and we are working through final design details. Once the review is complete, we will also issue the tender for construction. We anticipate commencing the renovation work in late summer or early fall.

10. Engagement Committee

T. Wachmann will be meeting with new Deputy Municipal Manager S. Ketler in the coming weeks.

T. Wachmann suggested that it may be helpful if the Board connect with the new Councillors in the fall.

T. Wachmann will contact the new Trustees to find out where their interest lies, which will help determine committee appointments.

The Engagement Committee will meet to plan engagement opportunities in the fall.

11. Council Update

None.

12. New Business

On behalf of L. Yu, T. Wachmann reported on her attendance at the Arts and Culture Advisory Committee meeting. The Arts & Culture Advisory Committee re updating their Arts & Culture Strategy (2018-2023) and D. Niedermayer would like to attend a Board meeting in the fall to provide an update on their strategies.

13. Date of Next Meeting

Wednesday, September 18, 2024, 7 p.m.

14. Adjournment

The meeting was adjourned at 8:10 p.m.

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



Tracy Wachmann
Chair, West Vancouver Memorial Library Board