



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

November 27, 2024, 7:00 p.m.

Zoom

Present: T. Wachmann [Chair], A. Krawczyk, E. He, W. Marais, P. Morris, A. Nimmons, L. Yu, S. Thompson

Absent: B. Hafizi, S. Sanajou, H. Vanee

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

1. Call to Order

The meeting was called to order at 7:04 p.m.

2. Approval of Agenda

Moved by: W. Marais

Seconded by: L. Yu

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: A. Krawczyk

Seconded by: L. Yu

THAT the Consent Agenda be approved.

CARRIED

In response to a question from the Board, S. Hall advised that the circulation stats are down as the mezzanine has been closed and as a result the holds have increased.

The Board acknowledged the phenomenal media report provided by Communications.

4. Business Arising from Minutes

None.

5. Director

a) Update

Please see report attached report from the Director.

6. Governance

a) 2025 Statutory Holiday Proposal

S. Hall provided an overview of the proposed 2025 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: E. He

Seconded by: W. Marais

That the 2025 holiday hours be approved as circulated.

CARRIED

b) 2025 Library Board Meeting Schedule

T. Wachmann noted that the 2025 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. T. Wachmann noted that the February 12, 2025 meeting will be held on the second Wednesday of the month due to scheduling conflicts.

The Board approved the proposed West Vancouver Memorial Library Board 2025 Meeting Schedule.

c) Nomination of Library Board Representative – Arts & Culture Advisory Committee

The Board thanked L. Yu for her time representing the Library on the Committee noting that her experience and interest in art and culture was an asset.

L. Yu advised that the purpose of the Arts & Culture Advisory committee is to provide Council with advice and recommendations on policy issues and strategic plan for arts and culture.

T. Wachmann mentioned that the Arts & Culture Advisory Committee is updating their Arts & Culture Strategy (2018-2023) and D. Niedermayer will be attending the December Board workshop to provide an update on their strategies.

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

The Board unanimously agreed to nominate P. Morrison to represent the West Vancouver Memorial Library as an alternate non-voting member.

Staff will send a letter of recommendation to the Arts & Culture Advisory Committee recommending the appointment of A. Krawczyk and the appointment of P. Morrison as an alternate.

7. Strategy

S. Hall advised that the Strategic Framework will be reviewed at the December Board meeting.

8. Finance

a) Revised 2025 Operating and Capital Budget

L. Yu noted that after the October 2024 Board meeting and meeting with the District Finance Team in November, the following adjustments have been proposed due to District cost pressures:

- The net increase of \$21,137 to the non-salary 2025 operating budget has been proposed to be removed after a review of the 2024 year to date results and finding increases in revenues and savings on expenditures. As a result of these changes, the District contribution for the 2025 operating budget decreases from \$5,583,517 to \$5,562,380.
- The Youth Floor Space Design request of \$45,000 has been proposed to be removed from the 2025 capital budget as the Library was informed that this request was approved in the 2024 budget amendment as a one-time initiative.
- The \$80,000 request for Shelving and Furniture – South Mezzanine has been proposed to be removed from the 2025 capital budget as we will be able to use 2024 funding to cover the required purchases of additional shelving and furniture. If necessary, an additional amount will be requested in a future year for shelving and furniture.
- The \$30,000 request for an accessible Zoom booth has been proposed to be removed from the 2025 capital budget and deferred to a future year.
- The Building Infrastructure renewal request of \$687,314 has been proposed to be reduced to \$291,391 for skylight replacement. Swinging door replacements and new North Wing Main floor carpeting have been deferred to a future year.

- The \$25,000 request for coinboxes has been proposed to be deferred to a future year after discussion with the Library's Technology team since new parts are installed on two out of three coinboxes and spare parts are available for any further issues.
- The \$75,000 request for self-checkouts has been proposed to be reduced to \$25,000 after discussion with the Library's Technology team. This will provide the team with sufficient funds to deal with any issues in 2025 such as broken hardware while deferring full replacement to a future year.

S. Gill noted that the District Finance has communicated that the 2025 budget will be tight, and all Divisions have been asked to look for cost savings.

S. Hall advised that the District has a contingency fund to cover emergency repairs as needed; however, they are still in the process of building these reserves.

The Board asked for a list of proposed adjustments in the key messaging document.

The Board thanked S. Gill and S. Hall for their efforts in sustaining high quality library services given the challenging situation and for a job well done prioritizing these items.

Moved by: E. He

Seconded by: A. Nimmons

To approve the proposed revised 2025 Operating Budget in principle, 2025 One-Time Initiatives, 2025 Capital Budget along with rankings, and the 2026-2035 Capital Forecast for submission to the District.

CARRIED

b) 2024 Q3 Report

L. Yu advised that most of the ongoing operating expenditures are trending as expected; however, expenditures for salary are over budget for the quarter due primarily to increased sick usage, parental leave top-up, limited staff vacancies for the first part of the year despite having to achieve a vacancy adjustment, and less staff vacation usage in Q3 2024.

L. Yu further advised that the Q3 capital results are tracking on target with some projects, such as the mezzanine and the vertical lift to rooftop parking making more progress in Q4.

Moved by: L. Yu

Seconded by: E. He

To accept the 2024 Q3 operating and capital results as presented.

CARRIED

9. Infrastructure Committee

S. Gill reported on the following projects:

- Modern Niagara has provided detailed drawings for the heating system upgrade. We are now in the process of working on contract negotiations. The plan is to commence construction in late spring/summer 2025.
- We have contracted for the elevator to the rooftop parking project and are awaiting issuance of the building permit. We will commence construction this Fall as soon as the permit is issued.
- We have also finalized the agreement with the construction manager for the Mezzanine renovation and are awaiting issuance of the appropriate permits. We will commence construction this Fall as soon as the permits are issued.
- The \$45,000 for the Youth area space plan has been approved. We are planning to have a structural engineer perform a feasibility review on the extent of infill that is possible and then work on engaging an architect. District Finance has confirmed that unspent funds from 2024 can be carried over to 2025.

In response to a question from the Board, S. Gill advised that there should not be a significant additional cost to engage in an architect as most of the work has been complete.

In response to a question from the Board, S. Gill advised that the carpet replacement project has been deferred to a future year.

10. Engagement Committee

T. Wachmann advised that the Engagement Committee met last week to discuss the following three key priority areas to focus on in developing the 2025 engagement plan:

1. Upper Lands / Above the highway
2. Community Groups
3. Youth (Under 19)

T. Wachmann advised that the Community Relations Opportunities calendar is now a live document in SharePoint and encouraged Trustees to sign up for events that they are interested in attending by emailing S. Dale.

T. Wachmann noted that the Committee had a preliminary discussion regarding Council Coffee assignments and spoke to the opportunity to hear Council's priorities and how the Library can best support them.

S. Thompson commented that January could be a good time for the Council Coffees.

T. Wachmann will assign Trustees to Councillors for coffees.

The following documents be provided to Trustees to help support them in their conversations:

- Key Messages for WVML Board
- WVML 2023 Impact Report
- Council bios
- Mid-year report Director's Report

Discussion ensued regarding the importance of key messaging and suggested including a list of items in the budget that have been deferred to a future year.

T. Wachmann further advised that she will circulate a community engagement list to the Board.

11. Council Update

S. Thompson reported on the following:

- Provided details of the upcoming budget consultation process.
- Spoke to the success of the Timothy Caulfield event.
- Spoke to the success of the annual Civic Reception held in the Municipal Hall Atrium.
- Advised that the Cypress Village and Eagleridge Development was adopted at the November 25, 2024 Council meeting.

12. New Business

None.

13. Date of Next Meeting

Wednesday, December 11, 2024, 7 p.m.

14. Adjournment

The meeting was adjourned at 8:15 p.m.

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



[7]

Tracy Wachmann
Chair, West Vancouver Memorial Library Board

