



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

October 16, 2024, 7:30 p.m.

Welsh Hall

Present: T. Wachmann [Chair], A. Krawczyk, W. Marais, P. Morris, A. Nimmons,
S. Sanajou, H. Vanee, L. Yu

Absent: B. Hafizi, E. He, S. Thompson

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

1. Call to Order

The meeting was called to order at 7:38 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: S. Sanajou

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.

6. Governance

a) February 2025 Board Meeting

S. Hall asked the Board if they were okay with changing the date of the February meeting to Wednesday, February 12, 2025, due to scheduling conflicts.

S. Dale will email the Trustees to determine their availability.

b) Respectful Behaviour Policy

S. Hall advised that the intention of the revision is for a Designated Staff Member in Charge to be able to suspend an individual until the next regular business day if necessary (this can turn out to be more than one calendar day). This can also be accomplished by calling the Director, but there are times where the interaction is quick and there is no time for such a phone call.

Moved by: W. Marais

Seconded by: P. Morris

To approve the Respectful Behaviour Policy, Appendix A.

CARRIED

7. Strategy

a) Q3 Business Plan Report

S. Hall provided an overview on the Q3 Business Plan. She reported on the progress of these goals noting that most projects are on track.

8. InterLINK

L. Yu provided an overview on the role that InterLink provides to support public libraries which includes resource sharing, collaborative programs, and advocacy.

L. Yu spoke to the excellent workshops provided to trustees by both InterLINK and BCLTA and encouraged them to attend. Trustees can contact S. Dale if interested in registering for these workshops.

9. Arts & Culture Advisory Committee Update

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.

L. Yu mentioned that the Arts & Culture Advisory Committee is updating their Arts & Culture Strategy (2018-2023) and D. Niedermayer would like to attend a Board workshop to provide an update on their strategies.

10. Finance

a) Revised 2025 Operating and Capital Budget

A. Nimmons advised that the Operating and Capital budget has been updated and the following adjustments have been made:

- Salary budget figures have been updated based on the most recent 2025 labour model provided by District Finance. The Salary and Benefits Budget does not reflect a vacancy adjustment in 2025.

Moved by: A. Nimmons

Seconded by: L. Yu

To approve the 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

11. Infrastructure Committee

A. Krawczyk reported on the following projects:

- Modern Niagara will be providing detailed drawings for the new heating upgrade for our review on Friday, October 18th. After our review, we will work with them on construction negotiations and mobilization. Most of the work will begin next year during the late spring/summer when it becomes warmer and less heating is required.
- We have received pricing from a contractor for the elevator to the rooftop parking project and it is closer to our available budget. We have asked our engineers to resubmit the building permit and are planning to complete the work this fall.
- Materials have been fully moved from the Mezzanine area and we are now working on moving any remaining furniture and shelving from that area. We expect to close the Mezzanine area to the public on Wednesday October 16th. We are awaiting building permit issuance and contract finalization with the construction manager and should commence the renovation and seismic work this fall.

- The Proposed 2024-2028 Five-Year Financial Plan Amendments, which included the 2024 \$45,000 Youth area space plan request, received three readings at the October 7th District Council meeting and it is likely to receive official adoption at the October 21st District Council meeting. We will then work with the District Purchasing department to engage a contractor to work on the plan.

In response to a question from the Board, S. Gill advised that the mezzanine will likely reopen to the public in the first quarter of 2025.

12. Engagement Committee

T. Wachmann thanked the Trustees for participating in the 2024-2025 engagement planning process workshop. The Engagement Committee will meet in November/December to finalize the details of a 2024-2025 plan and report back.

13. Council Update

None.

14. New Business

None.

15. Date of Next Meeting

Wednesday, November 20, 2024, 7 p.m.

16. Adjournment

The meeting was adjourned at 8:20 p.m.

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



Tracy Wachmann
Chair, West Vancouver Memorial Library Board