



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

December 11, 2024, 7:00 p.m.

Welsh Hall

Present: T. Wachmann [Chair], B. Hafizi, E. He, A. Krawczyk (via Zoom), A. Nimmons (via Zoom), L. Yu, S. Thompson, H. Vanee

Absent: W. Marais, P. Morris, S. Sanajou

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

1. Call to Order

The meeting was called to order at 7:07 p.m.

2. Approval of Agenda

Moved by: L. Yu

Seconded by: E. He

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: H. Vanee

Seconded by: L. Yu

THAT the Consent Agenda be approved.

CARRIED

The Board acknowledged Communications on their outstanding media report and thanked them specifically for all their hard work on the Timothy Caulfield event.

S. Hall advised that the physical circulation stats are down as the mezzanine has been closed and this has been offset by digital borrowing.

4. Business Arising from Minutes

None.

5. Director

a) Update

Please see report attached report from the Director.

6. Governance

a) Board Transitions – Thank you to Tracy & Andy

S. Hall thanked T. Wachmann and A. Krawczyk for their work and presented them with flowers. They expressed their appreciation for being part of the Library Board and thanked the Board and staff.

b) Election of Officers – S. Hall presided as election officer.

A. Krawczyk has been nominated and accepted the position of the Chair by Acclamation for a two-year term.

T. Wachmann has been nominated and accepted the position of the Vice-Chair by Acclamation for a one-year term.

S. Hall thanked T. Wachmann and A. Krawczyk for their hard work as Chair and Vice-Chair.

c) Workshop Topics of Interest for 2025

T. Wachmann noted that workshops will continue to be held for Board Trustees prior to the regular Board meetings.

S. Hall noted that the topics for workshops in the past have been suggested:

- Joint school board meeting
- AI and digital workshop
- Presentation of youth digital framework
- Library Service Delivery – alternative models
- Intellectual Freedom
- Indigenous workshop –
 - Potential topic for the joint NS libraries fall workshop?

A short discussion ensued with Trustees making suggestions for workshop topics as follows:

- Ambleside Stage 2 commercial area – David Hawkins
- Climate action and environment – Heather Keith

The Chair asked trustees to email T. Wachmann with any further suggestions for topics.

S. Hall will report back at the January meeting with a proposed workshop schedule.

7. Strategy

a) Strategic Framework – Annual Review

Discussion ensued and there were no changes requested.

The Board commented that it is a great guiding document and spoke in support of the structure of this plan.

The Board thanked S. Hall for her leadership in bringing forward the Strategic Framework / Business Plan model and the associated streamlined reporting system.

8. Finance

None.

9. Infrastructure Committee

B. Hafizi reported on the following projects:

- The plan is to commence construction on the new heating system in late spring/summer 2025.
- We have received the permit for the elevator to the rooftop parking project and are preparing for construction this Fall. It will likely take a few months to complete the project barring any unforeseen delays.
- As required by District Planning, we have now engaged an architect to review and sign off on the drawings and schedules for the Mezzanine renovation. We anticipate the architect's work will be completed the week of December 16th and we hope to receive the building permit a week or two after. We will commence construction as soon as the permits are issued. The construction manager for the Mezzanine renovation is the same contractor for the elevator to the rooftop parking project, which should allow for efficiencies.
- The \$45,000 for the Youth area space plan has been approved. We have engaged a structural engineer to perform a feasibility review on how much infill is possible to maximize the Youth floor's square footage. Once this work is complete, we will

[4]

engage an architect. As mentioned last month, District Finance has confirmed that unspent funds from 2024 can be carried over to 2025.

10. Engagement Committee

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. S. Dale circulated the signup sheet to Trustees.

T. Wachmann has assigned Trustees to Councillors for their Coffee meetings and will email the Board with contact information.

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

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

The Board spoke to the importance of building strong relationships within the community.

11. Council Update

S. Thompson reported on the following:

- The last Council meeting of the year is on Monday, December 16 and the District will be closed between the holidays.
- West Vancouver Place for Sport and the Harry Jerome Oval, the new track and field facility located at West Vancouver Secondary School, opened on Tuesday, December 10.
- Encouraged trustees to think about what presence the library would like to have in Horseshoe Bay.
- Council is considering a plan to expand their pay parking program and pay parking would be added throughout the Cypress Fall Park, Seaview Walk, Ambleside Park, Argyle Avenue between 14th and 15th Street, John Lawson Park and Dundarave Park parking areas.
- Notice of Motion regarding the Living Donor Circle of Excellence program.

12. New Business

T. Wachmann thanked S. Hall for her work and presented her with flowers. S. Hall thanked the trustees noting that it is a pleasure working for them.

[5]

T. Wachmann thanked the Senior Team staff for their hard work and acknowledged their accomplishments throughout the year and presented them with gifts.

13. Date of Next Meeting

Wednesday, January 15, 2025, 7 p.m.

14. Adjournment

The meeting was adjourned at 8:12 p.m.

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

Tracy Wachmann
Chair, West Vancouver Memorial Library Board

A handwritten signature in black ink, appearing to be 'Tracy Wachmann', located to the right of the typed name.