



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

January 15, 2025, 7:00 p.m.

Welsh Hall

Present: A. Krawczyk [Chair], B. Hafizi, E. He, H. Kaart, W. Marais, P. Morris, A. Nimmons, S. Sanajou, S. Thompson, H. Vanee, L. Yu

Absent: T. Wachmann, A. Donovan

Staff: S. Hall, S. Gill, S. Dale

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Approval of Agenda

Moved by: A. Nimmons

Seconded by: W. Marais

THAT the Agenda be approved.

CARRIED

3. Approval of Consent Agenda

Moved by: L. Yu

Seconded by: S. Sanajou

THAT the Consent Agenda be approved.

CARRIED

The Board acknowledged Communications on their outstanding media report.

S. Hall advised that the physical circulation stats are down as the mezzanine has been closed which has been offset by digital borrowing. All items in long term storage may be requested and are provided within a day, but without the ability to freely browse and see

the items, the drop in circulation is predictable. Staff took care when moving the 35,000 items to keep the most popular items out on the floor to minimize patron impacts.

4. Business Arising from Minutes

a) Committees – Trustee Interests

T. Wachmann will contact Trustees upon her return to find out where their interest lies, including leadership and liaison opportunities which will help determine committee appointments.

b) Workshop Topics of Interest for 2025

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

Upcoming topics for workshops include:

- Ambleside Stage 2 Commercial Area – Courtney Miller (Senior Urban Designer)
- Climate Action and Environment – Heather Keith (Senior Manager, Climate Action & Environment)
- Youth Digitalization Framework – Patricia Lesku & Shannon Ozirny

c) SharePoint

A. Krawczyk thanked P. Lesku for her help assigning proper SharePoint document permissions to the Board. Some board members reported that despite this recent work, they are still unable to access SharePoint. This hampers their ability to fulfill their roles as trustees. Shannon Dale will connect with P. Lesku and IT to work on this.

5. Director

a) Update

Please see report attached report from the Director.

6. Governance

None.

7. Strategy

a) Draft 2025 Strategic Framework

[3]

As the board reviewed the 2024 Strategic Framework and had no changes, the 2025 is just updated with year and image. It is shared here for information.

b) Draft 2025 Business Plan

S. Hall provided an overview of the Draft Business Plan and outlined the goals for 2025. Progress is reviewed after each quarter.

Discussion ensued and the Board suggested that a minor typo be updated. S. Hall will make the revision.

Moved by: W. Marais

Seconded by: B. Hafizi

THAT the draft 2025 Business Plan be adopted.

CARRIED

8. Finance

a) 2025 Budget and Financial Reporting Cycle

S. Gill spoke to the budget approval process and noted that the 2025 budget engagement period will take place from January 13 to January 31, 2025.

9. Infrastructure Committee

B. Hafizi reported on the following projects:

- We have received preliminary pricing from Modern Niagara for the heating system upgrade and are in the process of reviewing the details. Once finalized, we will begin work on contract negotiations. The plan is to commence construction in late spring/summer 2025.
- The elevator to the rooftop parking project has started. Safety fencing is up and some demolition work has been completed. We are awaiting a construction schedule from the contractor. We expect it will take a few months to complete the project, barring any unforeseen delays.
- An architect has signed off on the drawings and schedules for the Mezzanine renovation and we are working with the District on securing the building permit. Construction will start as soon as the permit is issued and will last several months with expected completion in the first half of 2025.
- We are awaiting a structural feasibility review for the Youth area and then we will engage an architect to work on a design. We expect to start the design work in the first half of 2025.

10. Engagement Committee

A. Krawczyk advised that T. Wachmann has assigned Trustees to Councillors for their Coffee meetings and has emailed the Board with contact information. He encouraged Trustees to meet with Council before the February meeting.

A. Krawczyk mentioned that the Library Board, Senior Team, and Foundation have been invited for a tour of Cypress Village on January 29, 2025 at 10:30 a.m.

A. Krawczyk 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.

11. Council Update

S. Thompson reported on the following:

- Her recent Council coffee with E. He and L. Yu and spoke to the importance of building these relationships.
- Spoke to the Regional Artificial Intelligence Initiative in BC (expressions of interest must be submitted by January 17, 2025).
- For library priorities, including provincial funding, a recommended strategy would be to adopt a regional, sea-to-sky approach.
- Encouraged trustees to think about what presence the library would like to have in Horseshoe Bay.

12. New Business

None.

13. Date of Next Meeting

Wednesday, February 12, 2025, 7 p.m.

14. Adjournment

The meeting was adjourned at 7:52 p.m.

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


Andy Krawczyk
Chair, West Vancouver Memorial Library Board