



## WEST VANCOUVER MEMORIAL LIBRARY BOARD

### MINUTES

February 12, 2025, 7:00 p.m.

The Lab

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

Absent: S. Sanajou

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

#### 1. Call to Order

The meeting was called to order at 7:00 p.m.

#### 2. Land Acknowledgement

#### 3. Presentation: Youth Tech Digital Framework

S. Ozirny and P. Lesku provided an overview of the Youth Tech Digital Framework. The library programs are hands-on and give kids the chance to learn through experimentation and play. Children are actively engaged in the learning process through solving problems and answering questions with the aim to help build a community of young learners who can utilize tech skills, social-emotional learning, and the engineering design process to have fun and learn together.

Updates for 2025 include:

- Fidget toys
- Virtual reality headsets
- Multilingual programming – French, Farsi, and Mandarin.

The Board thanked S. Ozirny and P. Lesku for their presentation and commented that the document is clear and strategic. They acknowledged how popular these programs are and spoke to the importance of setting boundaries due to limited staff capacity.

#### 4. Approval of Agenda

The following amendment was made to the agenda:

[2]

- Addition of item 7. Chair Update.

Moved by: B. Hafizi

Seconded by: L. Yu

THAT the Agenda be approved as amended.

CARRIED

## 5. Approval of Consent Agenda

A. Krawczyk encouraged the Board to review the 2024 User Survey Findings: West Vancouver Residents commenting that the results were overwhelmingly positive and that there is a high level of satisfaction with library services in the community. The report uses a framework developed by Penn State University and the New York Public Library and provides evidence on the ways our library enhances the well-being of its users.

Moved by: H. Kaart

Seconded by: E. He

THAT the Consent Agenda be approved.

CARRIED

## 6. Business Arising from Minutes

None.

## 7. Chair Update

The Chair welcomed new Board members A. Donovan and H. Kaart to the meeting.

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. Please contact P. Lesku or S. Dale will if still experiencing issues with SharePoint.

T. Wachmann updated the Committee Membership List and appointments for 2025 are as follows:

### **Engagement Committee**

- Tracy Wachmann (Chair)
- Heather Kaart
- Patricia Morris

- Helen Vanee

**Finance Committee**

- Alastair Nimmons (Chair)
- Wilma Marais
- Sahar Sanajou
- Lorena Yu

**Human Resources Committee**

- Andy Krawczyk
- Wilma Marais
- Tracy Wachmann

**Infrastructure Committee**

- Bahar Hafizi (Chair)
- Annabelle Donovan
- Emma He
- Dana Taylor

**Interlink**

- Lorena Yu

**West Vancouver Art and Culture Advisory Committee (non-voting member)**

- Andy Krawczyk
- Patricia Morris (Alternate)

**WVML Friends of the Library (Liaison Director)**

- Patricia Morris
- Helen Vanee (Alternate)

**WVML Foundation (Liaison Director)**

- Tracy Wachmann
- Heather Kaart (Alternate)

**BCLTA Liaison Director**

- Andy Krawczyk

Moved by: T. Wachmann

Seconded by: A. Donovan

THAT L. Yu be appointed to the Public Art Committee.

That Eric Fiss be appointed to the Public Art Committee as an external appointment.

CARRIED

S. Hall will contact E. Fiss to advise him of his appointment.

8. Director

a) Update

Please see report attached report from the Director.

The BCLA annual conference will be held from May 7-9 in Nanaimo. If a board member would like to go, please notify S. Dale as soon as possible. A. Krawczyk and T. Wachmann expressed interest in attending.

b) Provincial Libraries Grant Report 2025

S. Hall advised that the annual grant report is a required element for receiving provincial funding.

Moved by: B. Hafizi

Seconded by: A. Nimmons

THAT the Board approve the grant report for submission.

CARRIED

9. Governance

a) 2024 Impact Report

The Board spoke to the report commenting that it is aesthetically pleasing and easy to read. They congratulated S. Barton-Bridges and her team on a job well done.

The Chair advised that S. Hall is presenting the 2024 Impact report, 2025 Business plan, and User survey findings to Council on March 10 and encouraged Trustees to attend to show their support.

10. Strategy

a) Q4 and YE Business Plan Progress Update

This item was deferred to the next Board meeting.

## 11. Finance

A. Nimmons provided an update on the 2024 and 2025 budgets noting that at the current time, there is a surplus for the 2024 operating budget, mainly due to the removal of the vacancy adjustment and greater revenues than budgeted.

The one-time Provincial Public Enhancement grant may be used over three years (2023-2025) and S. Gill will provide an update for Board approval at the April meeting regarding plans to spend the remaining amount of the grant.

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

The Board thanked S. Gill and S. Hall for continuing to build strong relationships with the District.

## 12. Infrastructure Committee

B. Hafizi reported on the following projects:

- We are still reviewing the pricing and drawings from Modern Niagara for the heating system upgrade, with assistance from an external consultant. We aim to negotiate a letter of intent with the contractor soon. Signage has been installed at the front entrance to indicate the Federal/Provincial funding for this project. Construction is planned to commence in late spring/summer 2025.
- The elevator to the rooftop parking project is underway. Forms are set, and once the weather improves, concrete will be poured for the supporting wall and footings. The contractor has provided a construction schedule, detailing the timing. The project is expected to be fully completed by the end of Q2-2025.
- The building permit for the Mezzanine renovation has been issued, and preliminary work is underway. The first tasks include abatement, followed by seismic-related work. The contractor will provide a construction schedule soon, detailing the timing. As part of this renovation, District Utilities may upgrade our water service, with the cost borne by the Utilities department. We expect the construction portion to take several months, after which we will move collections and furniture back to the renovated area.
- A structural feasibility review for the Youth area suggests that both sides of the 2nd floor bridge can be infilled, maximizing square footage. We are working on engaging an architect for the design, which we expect to start in the first half of 2025.

Discussion ensued, and the Board suggested that Dana Taylor be appointed to the Infrastructure Committee.

Moved by: T. Wachmann

Seconded by: B. Hafizi

THAT Dana Taylor be appointed to the Infrastructure Committee.

CARRIED

### 13. Engagement Committee

T. Wachmann mentioned that the Library Board, Senior Team, and Foundation were invited for a tour of Cypress Village on January 29, 2025. She encouraged trustees to view the District's website "Planning the Upper Lands: Creating a sustainable urban community in Cypress Village and protecting lands in Eagleridge" which is very informative. The Engagement Committee will meet to discuss and identify Upper Lands key players.

T. Wachmann thanked Trustees for their involvement in preparing and engaging in the coffee meetings with Councillors. She asked that they email a brief update on their meetings to her and common themes will be recorded.

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.

### 14. Council Update

S. Thompson reported on the following:

- Thanked the Board for taking interest in the Cypress Village and Eagleridge development.
- The Province appointed an advisor to help West Vancouver meet housing targets.
- Noted the success of Savary Island Pie kiosk in the Municipal Hall.
- Council waived the annual pass for West Vancouver residents, and they can now park in parks for free.

### 15. New Business

#### a) Harry Greenwood

A motion was discussed in closed meeting and the board voted to bring the item out of closed and record the decision in the regular meeting minutes.

The Director of Library Services brought forward a proposal for consideration: a special closure of the library to enable the celebration of Harry Greenwood's 100th birthday to happen in the library. A special closure is very rarely granted by the library board for any reason and not without careful consideration of the significance of the event or the individual being honoured to the library and the West Vancouver community. Extraordinary factors included:

[7]

- Civic importance of this event given long service to the community, including being named Citizen of the Year by the West Vancouver Chamber of Commerce).
- Significant service to the West Vancouver Memorial Library, including serving as Chair and being named a Super Trustee.
- Significant military service, including being a D-Day veteran and recipient of the Legion of Honour from the Republic of France and the Canadian Minister of Veterans Affairs Commendation.
- Significant role in supporting fellow veterans through leadership in the Royal Canadian Legion and in sharing an understanding of the reality of war with students at West Vancouver Schools over many years, connection to our role as a Memorial Library.

Given the above factors, it is moved by T. Wachmann, seconded by L. Yu, that the library be closed on April 17, 2025 at 3 pm to enable the special event of Harry Greenwood's 100th birthday to take place in the library.

16. Date of Next Meeting

Wednesday, April 16, 2025, 7 p.m.

17. Adjournment

The meeting was adjourned at 8:25 p.m.

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



Andy Krawczyk

Chair, West Vancouver Memorial Library Board