



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
July 16, 2025, 7:00 p.m.  
Welsh Hall**

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

**Absent:** A. Nimmons, S. Thompson

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

**1. Call to Order**

The meeting was called to order at 7:10 p.m.

**2. Land Acknowledgement**

**3. Approval of Agenda**

Moved by: B. Hafizi

Seconded by: P. Morris

THAT the Agenda be approved.

**CARRIED**

**4. Approval of Consent Agenda**

S. Hall provided an update to the Board on user statistics highlighting the following:

- New cards got a bump from the Capilano Little Ones School Library Card Project.
- Staff followed up with vendors on a discrepancy in use and learned it's likely virtual visits in 2024 were artificially high due to bot traffic. An issue was fixed and so we are seeing more consistent numbers to past years now.
- Program attendance is high this year, and one bump to adult attendance was the Robin Wall Kimmerer event.
- Physical circulations stats are down as the mezzanine has been closed; however, the mezzanine is schedule to open on August 13 and it is likely that this trend will start to reverse.

[2]

S. Hall mentioned that in the 2024 Library User Survey, patrons indicated that they wanted more delineated quiet space in the Library. With the reopening of the Mezzanine, new signs are being added around the Library to help everyone enjoy the space (both quieter spaces and gathering spaces). An email will be sent to all staff to help support their conversations with patrons.

Moved by: H. Kaart

Seconded by: P. Morris

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

A. Krawczyk advised that there are six trustees whose term expires in December 2025. Please let S. Dale know by the end of August if interested in continuing to serve on the Board as re-appointment recommendations are made to Council in the Fall.

Both W. Marais and H. Vanev have indicated that they will not be continuing after their terms expire in December 2025, although H. Vanev may decide to still serve on the Engagement Committee in 2026. A. Krawczyk thanked them for their work and expressed appreciation for being part of the Library Board.

S. Hall spoke to the change in the Board recruitment process this fall and advised that the Library will do their own recruitment and advertising for Board members going forward. Library appointments will be made at the first Council meeting in November.

A. Krawczyk spoke to the importance of active participation and the value that this adds to the Board. Some trustees have expressed interest in mentorship, and it was encouraged to contact him if extra support is needed. He further spoke to the importance of trustee attendance and referenced the *Library Act* where it states that a member cannot miss more than three consecutive meetings. He acknowledged that special circumstances will arise throughout the year and thanked the trustees for all their hard work.

7. Director

a) Update

Please see report attached report from the Director.

## 8. Governance

### a) Draft Equity Statement

S. Hall mentioned that the creation of an Equity Statement was a deliverable of the WVML's Equity, Diversity, Inclusion, and Accessibility Steering Committee. The statement was intended to be a standalone public statement endorsed by the Board. It expands on the commitment to equity already outlined in the Accessibility section of Board policy, and within the Inclusion pillar of the Board's strategic framework.

A. Donovan suggested putting the final line up higher, just before "commitments" and the Board spoke in support. They further commented that the equity statement is thoughtful and thorough.

Moved by: T. Wachmann

Seconded by: W. Marais

That the WVML Equity Statement be approved by the Board and posted on our website.

That section 1.4 of the Board Policy Manual be updated to be called "Equity and Accessibility" and that the text be updated to make reference to the Equity Statement as outlined in Option A below.

CARRIED

## 9. Strategy

### a) Business Plan – Q2 Update

S. Hall reported on the progress of these goals noting that most projects are on track.

The Board commended staff on the progress shown in the Q2 Business Plan update commenting that it was obvious that a lot of work is getting done.

## 10. Finance

### a) 2026 Library Amended Funding Distribution Request to the Foundation

W. Marais advised that the Library is required to include third-party contributions in its annual budget proposal to the District. As such, the Library brings forward a funding distribution request to the WVML Foundation each year.

[4]

Senior staff have prepared the 2026 Foundation Distribution request based on a combination of support for support for proposed 2026 Strategic Initiatives and for historic annual sustained investments in collection, programming and technology.

The 2026 Library Funding Distribution Request supports the following 2026 Strategic Priorities:

- A Learning Culture
- Community
- Integrity
- Inclusion

The community of West Vancouver benefits greatly from the enhancements to the WVML supported by the WVML Foundation. Key milestones in the Foundation's history include the \$2M raised in its first capital campaign for the construction of the four-story East Wing, as well as the receipt of significant bequests from the Welsh and Patrick Estates.

S. Gill noted that overall, the request to the Foundation remains the same as before at \$300,000.

The Finance Committee recommend that the Library Board approve the motion as presented.

Moved by: W. Marais  
Seconded by: L. Yu

To consent to the Library's 2026 amended funding distribution request for a total of \$300,000 in 2026 as follows:

\$112,340 for collections  
\$175,660 for programming  
\$12,000 for technology and projects

CARRIED

S. Hall advised that the Library will receive a one-time grant of \$23,959.04 which can be carried over to 2026. This is the final year that libraries will receive such a targeted grant. S. Hall will provide an update to the Board at their September meeting.

b) Young Canada Works Funding Memo

[5]

W. Marais advised that the WVML has generally received Young Canada Works Federal Government subsidies to help hire and pay for a summer reading club assistant annually and it has again been approved in 2025.

Moved by: W. Marais

Seconded by: L. Yu

To approve the expenditure of 2025 Young Canada Works funding of \$3,181.36 to help cover in part the cost of a summer reading club assistant.

CARRIED

c) 2025 Mid-Year Budget Amendment

W. Marais advised that as part of the 2025 budget process, the mid-year budget amendment provides an opportunity for the Library and other District's division to review their operating and capital activity and make adjustment to reflect actual conditions.

Library staff have reviewed the 2025 operating budget compared to year-to-date actual results for the purposes of the mid-year adjustments and assessed the condition of capital assets. Based on the analysis, Library staff propose submitting a mid-year budget amendment for:

Operating

- An increase in operating 3rd Party revenues and corresponding expenditures of \$16,991.36

Capital

- An increase in capital 3rd Party revenues and corresponding expenditures of \$16,500

Moved by: W. Marais

Seconded by: L. Yu

To approve the 2025 Mid-Year Budget Amendment submission to the District as presented.

CARRIED

11. Infrastructure Committee

B. Hafizi reported on the following projects:

- Preliminary work and electrical design for the heating system upgrade are ongoing. A site meeting with the contractor and BC Hydro took place in June, and a path forward for the necessary service upgrades has been identified. Construction is scheduled to begin in summer 2025; however, the boiler replacement may be deferred to the following summer, depending on equipment lead times and the need to complete the work during warmer weather.
- The vertical lift is scheduled for installation during the week of July 21. While the project has experienced delays due to re-inspections and additional engineering requirements, completion is anticipated by the end of July 2025.
- Most construction work for the Mezzanine renovation is now complete, and collections are being returned to the space. The Mezzanine is tentatively set to reopen in mid-August.
- A few firms have been shortlisted for the architectural design of the Youth area. Interviews are scheduled for the week of July 14. Once a firm is selected, design work is expected to begin in Q3 2025.
- The skylight replacement project will be revisited once the Mezzanine renovation and vertical lift installation are complete.
- Library staff recently met with the Infrastructure and Finance Committees to review the draft 2026 capital budget and appreciated the valuable feedback received. Staff will now work on finalizing the budget for presentation at the September Board meeting.

## 12. InterLINK

None.

## 13. Arts & Culture Advisory Committee

A. Krawczyk reported on the ongoing meetings with the Arts & Culture Advisory Committee (ACAC) to discuss the potential relocation of the West Vancouver Art Museum. ACAC supports the identification of the Sweeney Triangle site and the adjacent spaces as a key aspect of the Ambleside Local Area Plan to enable the construction of a purpose-built Arts and Culture Centre located in the area of 16th Street and Bellevue Avenue as envisioned in the Arts and Culture Facility Plan. This will be presented to Council for their consideration and approval.

A. Krawczyk mentioned that as part of the Arts & Culture Strategy Update an item on their 2025 work plan is to develop an independent umbrella group which will connect, support, and provide services for the community arts groups and individual artists in West Vancouver.

## 14. Engagement Committee

T. Wachmann mentioned that as part of the Library's long-term infrastructure strategy review, Steph and a few members of the Board met with Gleneagle's staff to get a better understanding of their space and to look at opportunities to provide meaningful services to that community. The Engagement Committee will meet in September to explore ideas.

15. Council Update

None.

16. New Business

None.

17. Date of Next Meeting

Wednesday, September 17, 2025, 7 p.m.

18. Adjournment

The meeting was adjourned at 8:29 p.m.

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



Andy Krawczyk  
Chair, West Vancouver Memorial Library Board