



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

September 17, 2025, 7:00 p.m.

Welsh Hall

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

Absent: W. Marais

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

1. Call to Order

The meeting was called to order at 7:08 p.m.

2. Land Acknowledgement

3. Approval of Agenda

Moved by: A. Donovan

Seconded by: B. Hafizi

THAT the Agenda be approved.

CARRIED

4. Approval of Consent Agenda

The Board thanked S. Hall and her team on the continued excellence of the Director's Mid-Year report commenting that they are well done. S. Hall highlighted that Sarah Barton-Bridges and the Comms team should be acknowledged for the quality of the communication and layout.

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

- 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 was closed for renovations; however, with the re-opening of the mezzanine it is likely that this trend will start to reverse and hope to see more normal trends in the fall.

Moved by: H. Vanee
Seconded by: P. Morris

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

A. Krawczyk spoke to the Board recruitment process this fall and advised that the application deadline is September 30, 2025.

A. Krawczyk mentioned that at the 2025 Union of BC Municipalities (UBCM) convention, BCLTA and partners are advocating for increased provincial library funding through a special resolution titled "Increased Library funding from the province is Overdue". This is a significant step in BCLTA's efforts to secure more provincial funding for public libraries across British Columbia.

The Chair asked about trustee attendance for the next meeting. The Board, facing attendance issues, agreed to cancel the October 15 meeting. If an urgent matter arises, S. Hall will communicate with the Chair, and the meeting can be hosted virtually if needed.

S. Hall encouraged Trustees to attend the Joint North Shore Boards workshop on Thursday, October 16. This year's joint workshop responds to a key priority of the Board – relationship building with Indigenous Nations in our area. It's also a chance to see the North Shore Emergency Management HQ and hear a bit about the emergency management relationship building that has been happening. Before the session, there is a free, self-paced "Indigenous Awareness" course offered through BCLTA that trustees will be asked to complete.

A. Krawczyk congratulated S. Ozirny and her team on the hugely successful Summer Reading Club medal ceremony.

A. Krawczyk mentioned that the Kay Meek Arts Centre will be hosting "An Evening with John Vaillant – Fire Weather" on October 24 at 7:30 pm and encouraged Trustees to attend.

7. Director

a) Update

Please see report attached report from the Director.

b) S. Felkar – BC Libraries Coop Secondment

S. Felkar provided an update to the Board on her one-year secondment to the BC Libraries Coop as their Executive Director and expressed gratitude for this opportunity.

S. Hall commented that it is a privilege to have S. Felkar back and spoke to her strong leadership skills and extensive knowledge of the library.

8. Governance

a) 2026 Statutory Holiday Proposal

S. Hall provided an overview of the proposed 2026 statutory holidays and some statistics on library use on stat holidays. In general, open days with a learning component tend to have higher visitor numbers.

Moved by: P. Morris
Seconded by: T. Wachmann

That the 2026 holiday hours be approved as circulated.

CARRIED

9. Strategy

None.

10. Finance

a) Annual Budget & Financial Reporting Cycle

The Annual Budget & Financial Reporting Cycle Report was provided to the Library Board for their information. The Board thanked S. Gill for this document commenting that it is helpful and provides a clear quarterly structure.

b) 2025 Q2 Report

A. Nimmons advised that the operating revenues are below target for Q2 2025. This is due to the late receipt of the Provincial operating grant of \$105k, which was issued by cheque and recorded in Q3 2024. With the grant included, operating

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revenues would exceed the target for Q2 2025, mainly due to greater than anticipated copy fees and other revenue.

A. Nimmons mentioned that expenditures for Salary are below budget for the quarter due primarily to staff vacancies and coverage for staff leaves at lower salary rates. Expenditures for Technology and Communications are over budget for the quarter primarily due to the timing of payments for electronic resources and periodical subscriptions and advertising.

Moved by: A. Nimmons

Seconded by: L. Yu

The Annual Budget & Financial Reporting Cycle Report is provided to the Library Board for information.

CARRIED

c) Proposed 2026 Operating and Capital Budget Submission

A. Nimmons provided an overview of the draft proposed 2026 Operating Budget, 2026 One-Time Initiatives, 2026 Capital Budget and the 2027-2036 Capital Budget Forecast. The overall increase to District funding requested will reflect an anticipated increase in revenues, specifically copy fees; inflationary increases and contractual obligations; salary expenditures; and increases to e-collections. Total amounts will be known once the District provides the updated 2026 Labour model.

Moved by: A. Nimmons

Seconded by: S. Sanajou

To approve the proposed 2026 Operating Budget in principle, 2026 One-Time Initiatives, 2026 Capital Budget along with rankings, and the 2027-2036 Capital Forecast for submission to the District.

CARRIED

d) 2025 Public Enhancement Grant

A. Nimmons mentioned that the Library proposes to expend the remainder of the Enhancement Grant in the same categories as communicated to the Board previously, which included Staff Safety and Wellness, Inclusion and Outreach, Technology Equipment and Infrastructure, Honouring Reconciliation, Programs and Services, Facilities and Equipment, Temporary Project Staffing and Third-Party Services and Service Improvements/Enhancements.

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S. Gill advised that the 2023-2025 Provincial One-Time Library Public Enhancement Grant has been extended, and the funds can be used into 2026.

Moved by: A. Nimmons
Seconded by: A. Donovan

To approve the expenditure of an additional one-time library Enhancement Grant received in 2025 of \$23,959.04.

CARRIED

11. Infrastructure Committee

B. Hafizi reported on the following projects:

1. Heating System Upgrade

The agreement with the contractor is in the process of being finalized. The electrical system upgrade will be deferred as it is not required for the heating system upgrade. Once the contract is finalized, construction will begin with the boiler and radiator replacements to occur in 2026.

2. Vertical Lift Installation

The vertical lift project is substantially complete, and the lift will be put in operation once safety enhancements and training is completed.

3. Mezzanine Renovation

The final building inspection for the Mezzanine renovation passed without issue. This project will now be closed out.

4. Youth Area Design

Michael Green Architecture (MGA) was selected to complete the architectural design of the Youth area. Relevant documents have been provided to MGA and a kick-off meeting and detailed walkthrough has occurred.

5. Skylight Replacement

We are in the process of identifying the scope of the skylight replacement project and will then obtain quotes for their replacement.

6. Long Term Infrastructure Planning

Library staff are currently working on a draft long-term infrastructure plan and will be meeting with the Infrastructure Committee to review it in the Fall.

12. InterLINK

No report

13. Arts & Culture Advisory Committee

A. Krawczyk advised that the Arts & Culture Advisory Committee will be meeting on Thursday, September 25 and 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 advised that the Engagement Committee will be meeting on November 9

The Committee has reviewed the WVML Engagement Committee Outreach Roster, and the group decided to focus on three areas: MLAs, Community Groups and Youth.

Potential activities:

Government

- S. Hall and a Board member will meet with MLA Lynne Block to discuss Provincial core library funding.

Community Groups

- Ambleside and Dundarave Residents Association
- Western Residents Association
- British Properties Area Homeowners Association

Youth

- Youth HUB (Park Royal – site visit)
- West Vancouver Foundation Youth Philanthropy Council

S. Thompson suggested engaging with residents of Cedardale noting the importance of building relationships in the various areas of West Vancouver.

The Key messaging document will be reviewed and updated before these meetings.

15. Council Update

S. Thompson reported on the following:

- Kiwanis Village West is a new purpose-built rental project designed to serve the West Vancouver Community by providing affordable units for moderate-income

families and those working in West Vancouver. The first occupancy is scheduled for December 2025.

- S. Thompson will forward the response letter to the Minister of Housing and Municipal Affairs to the Board.
- The 2025 UBCM Convention will take place September 22–26 in Victoria.
- The District’s pay parking program now includes Ambleside Park, effective Monday, September 15, 2025. Pay parking is in effect in all areas of the park, except where Squamish Nation is the rightsholder. Pay parking is in effect year-round, from 7-10 pm, seven days a week. District of West Vancouver residents are eligible for an annual parking pass at no cost. Visitors to the park can pay for parking using the HangTag and PayByPhone mobile apps or on the Impark website. Signage with QR codes linking users to pay for parking is available throughout the park.
- Council did not approve several proposed bus efficiency changes, but did approve a Translink-funded review of the safety of the intersection at 15th and Marine.
- Spoke to the role of the Finance and Revenue Advisory Committee (FRAC) and advised that they provide advice and recommendations to Council on:
 - Measures which may enhance the revenue opportunities of the District; and
 - The District’s finances, including future budgets and financial plans, consistent with prudent fiscal management.

16. New Business

None.

17. Date of Next Meeting

Wednesday, November 19, 2025, 7 p.m.

18. Adjournment

The meeting was adjourned at 8:30 p.m.

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


Andy Krawczyk
Chair, West Vancouver Memorial Library Board