



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES**

**November 19, 2025, 7:00 p.m.**

**Welsh Hall**

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

**Absent:** W. Marais, P. Morris, L. Yu

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

**1. Call to Order**

The meeting was called to order at 7:18 p.m.

**2. Land Acknowledgement**

**3. Approval of Agenda**

Moved by: H. Vanee

Seconded by: A. Nimmons

THAT the Agenda be approved.

**CARRIED**

**4. Approval of Consent Agenda**

S. Hall provided an update to the Board on user statistics highlighting that the physical circulations stats have stabilized after the re-opening of the Mezzanine.

S. Hall mentioned that staff are assessing the quality of the Welsh Hall sound system and will update the Board. She also noted that while hybrid programs can be challenging, the library has received very positive feedback, particularly from those who rely on the format for accessibility.

Moved by: H. Kaart

Seconded by: H. Vanee

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

The Board HR Committee met with the qualified applicants and recommended three candidates to Council. Council approved the appointments of Andrea Brasco, Dana Taylor, and Sarah Dennis at their meeting on Monday, November 3, 2024. S. Hall, T. Wachmann, and A. Krawczyk will meet with the new Trustees and provide an orientation prior to the January Board meeting. A. Krawczyk thanked all trustees that were involved in this process.

The Friends of the Library general meeting is being held on November 26 from 12-2:30pm in the Welsh Hall. A. Krawczyk, T. Wachmann, H. Vanee and S. Felkar will attend on behalf of S. Hall and P. Morris.

Feedback from the Foundation fundraiser, *Remembering the Early Years: A 75th Anniversary*, held on November 7th, was fantastic. A. Krawczyk thanked S. Hall, S. Barton-Bridges, and the Foundation members, all of whom worked very hard under the event leadership of P. Bowles. He also expressed his gratitude to the trustees who attended the event and provided their support.

7. Director

a) Update

Please see report attached report from the Director.

8. Governance

a) 2026 Library Board Meeting Schedule

A. Krawczyk noted that the 2026 Library Board meeting schedule is consistent with the previous year, with meetings being held the third Wednesday of the month, with no meetings scheduled in March or August.

A. Krawczyk asked that the January meeting be held on the second Wednesday of the month (January 14th) due to scheduling conflicts.

Moved by: E. He

[3]

Seconded by: H. Kaart

The Board approved the proposed West Vancouver Memorial Library Board 2026 Meeting Schedule.

CARRIED

## 9. Strategy

### a) Strategic Framework Review

S. Hall advised that 2026 is the five-year milestone of the current framework. The Strategic Framework will be reviewed at the December Board meeting.

### b) Q3 Business Plan Progress Report

S. Hall provided an overview on the Q3 Business Plan. In general, significant progress was made in the quarter, including, notably, the completion of the Vertical Lift and Mezzanine projects.

## 10. Finance

### a) 2025 Q3 Report

A. Nimmons advised that most of the ongoing operating expenditures are trending as expected and revenues are ahead of budget primarily due to greater than anticipated copy fees, lost book and other revenue.

He further advised that the Mezzanine renovations and vertical lift projects have been completed. The overage on the vertical lift project will be offset by savings in the infrastructure budgets. Any remaining funds from the heating upgrade project will be requested for carryover into 2026, as the project is scheduled to continue through that year.

Moved by: A. Nimmons

Seconded by: S. Sanajou

To accept the 2025 Q3 operating and capital results as presented.

CARRIED

### b) 2026 Revised Operating and Capital Budget Submission

A. Nimmons noted that after the September 2025 Board meeting and meeting with the District Finance Team in November, the following adjustments have been proposed:

- Salary budget figures have been updated based on the most recent 2026 labour model provided by District Finance.

In addition to above, after meeting with the District Finance Team in November, the following adjustments have been proposed due to District cost pressures:

- The \$40,000 request for an accessible Zoom booth has been proposed to be removed from the 2026 capital budget and deferred to a future year.
- The Building Infrastructure renewal request of \$1,325,014 has been proposed to be deferred to 2027. This request included doors, lighting, architectural millwork, and flooring for East Wing Main and 2nd floor (Youth), East Wing aluminum windows, exhaust system and smoke evacuation fan renewals.
- As a result of the Building Infrastructure renewal request deferral above, which largely included Youth space renewal funding, the \$50,000 request for Tech Space floor planning has been proposed to be removed from the 2026 capital budget and deferred to 2027.
- The originally proposed \$12,274 increase to the 2026 non-salary operating budget has been revised to \$4,620. This adjustment accounts solely for e-collections growth, reallocation of expenses based on 2025 year-to-date trends, and inflationary increases expected to be offset by higher revenue. As a result of these changes, the District contribution for the 2026 operating budget is now \$5,759,709.

S. Gill acknowledged that District Finance has indicated the 2026 budget will be constrained, and all Divisions have been asked to identify potential cost savings. He further noted that the adjustments to the capital list are significant due to Council pressures, and that all divisions have been directed to defer any renovation projects not deemed critical to 2027.

Moved by: A. Nimmons

Seconded by: B. Hafizi

To approve the revised 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

## 11. Infrastructure Committee

B. Hafizi reported on the following projects:

[5]

**1. Heating System Upgrade**

Electrical work to power the new boilers has begun and should be completed by the end of the year. The boiler and radiator replacements will occur in 2026.

**2. Concrete Work on Rooftop**

We are obtaining a quote to replace the pavers on the rooftop parking lot with poured concrete to improve safety and maintenance costs.

**3. Vertical Lift Installation**

The vertical lift project is complete, and the lift has been put in operation on November 17th. Initially, the plan was to delay opening the lift until the rooftop pavers were replaced with concrete, but we decided to open the lift as it is uncertain when the paver replacement work will commence.

**4. Youth Area Design**

Michael Green Architecture (MGA) has provided a preliminary layout and renderings which have been reviewed by senior library staff and feedback has been provided to the architects. We will be arranging additional meetings with the architects to review and finalize.

**5. Skylight Replacement**

We are in the process of finalizing the tender for the skylight replacement project and it will be posted on BC Bid soon.

**6. Long Term Infrastructure Planning**

Library senior staff met with the Infrastructure Committee in late October to review the draft long-term infrastructure plan and will arrange a workshop with the Board early next year.

**12. InterLINK**

T. Wachmann advised that in 2023 and 2024, InterLINK's current governance structure was identified as an area for improvement. While functional and effective, the structure poses challenges for member libraries as well as InterLINK itself. Representatives from all stakeholders have communicated that the model/structure could be made leaner and more efficient while still ensuring proper oversight and good governance.

InterLINK's Strategic Plan 2024–2029 identifies the first set of goals and priorities as: "Update the governance model to ensure effective oversight while respecting member library and organizational capacity." This has been recognized as a top priority.

The next InterLINK meeting is scheduled for November 27, 2025

**13. BCLTA**

A. Krawczyk reported that the appointment of the new BCLTA Executive Director will be announced soon. The role includes managing the daily operations, developing and delivering programs and services for trustees, and supporting the BC library sector through advocacy, engagement, and collaborative relationships. He spoke to the excellent workshops provided to trustees by BCLTA and encouraged them to attend. Trustees can contact S. Dale if interested in registering for these workshops.

A. Krawczyk spoke about the importance of trustees advocating for the library and highlighted key talking points outlining the essential services that libraries in BC provide and why they matter. S. Dale will circulate this document to trustees to assist with messaging.

#### 14. 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 was 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.

#### 15. Engagement Committee

T. Wachmann advised that the Engagement Committee met on November 9 to discuss the following key priority areas to focus on in developing the 2026 engagement plan:

1. Long Term Infrastructure Plan
2. Youth Space Plan

T. Wachmann discussed developing a framework for the engagement plan by establishing the following elements for each of the priority areas:

- Message – why are we engaging
- Who – key players
- What – when/where of the engagement
- Board input/process

[7]

S. Hall and T. Wachmann are meeting with the Kiwanis Society in mid-December and would like to develop a welcome package for the new residents in their new/current units.

The Committee had a preliminary discussion regarding Council Coffee assignments and spoke about the opportunity to hear Council's priorities and how the Library can best support them and thought that January would be a good time to engage with Council. Trustees can contact her and advise which Councillor they would like to meet with, otherwise, the same pairing as last year can be used.

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

## 16. Council Update

S. Thompson reported on the following:

- Council voted to reduce the pay parking fee to \$2.50 per hour, from the more than \$5 that the District initially charged for drivers to park their vehicles at Ambleside.
- Long time CFO, Isabelle Gordon is retiring.
- Spoke to the success of the annual Civic Reception held in the Municipal Hall Atrium.
- The "Inglewood Campus of Care" development proposal, a large seniors' housing and care complex, is being discussed at the November 26, 2025 Planning Committee meeting. The meeting will be held in the Raven Room at the Municipal Hall.
- The District has received a development proposal for the site currently developed with one-and two-storey commercial buildings (Trolls Restaurant, Spirit Gallery and Olive & Anchor Restaurant). The applicant is hosting a Public Information meeting on Thursday, November 20, 2025 from 6-8pm at the Gleneagles Golf Clubhouse.
- Council is meeting with Metro Vancouver on December 1, 2025 to discuss plans for the Wastewater Treatment Plant.
- Bratch pop-up-lounge located behind the Ferry Building Gallery and next to Ambleside Pier has been closed for the season.
- The parking area at St. Francis-in-the-Wood Church has been repaved.
- Council approved a development variance permit for construction of a 2,600-square-foot inflatable sports bubble near West Vancouver Secondary.
- Ramp access from North Mall to Taylor Way Northbound is anticipated to open before the holiday season at Park Royal.

## 17. New Business

None.

## 18. Date of Next Meeting

[8]

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

19. Adjournment

The meeting was adjourned at 8:16 p.m.

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

  
Andy Krawczyk  
Chair, West Vancouver Memorial Library Board