



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

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

Welsh Hall

Present: A. Krawczyk [Chair], A. Donovan, B. Hafizi, E. He, H. Kaart, P. Morris, H. Vane, T. Wachmann

Absent: A. Nimmons, W. Marais, P. Morris, S. Sanajou, S. Thompson, L. Yu

Staff: S. Hall, S. Felkar, S. Dale

The Chair welcomed Andrea Basco, the new onboarding trustee who starts her term January 2026, to the meeting.

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Land Acknowledgement

3. Approval of Agenda

Moved by: A. Donovan
Seconded by: P. Morris

THAT the Agenda be approved.

CARRIED

4. Approval of Consent Agenda

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

- There was a 58% drop in new card signups for the month due to the timing of the School Library Card project. This is usually sent out in November but was completed in October this year.
- There was a drop in adult program attendance for November, which can happen based on event timing. This year there was no Friday Night Concert in November. Adult attendance is still up 5% over 2024.

S. Hall mentioned that the physical circulations stats are back on track after the re-opening of the Mezzanine.

Moved by: H. Vanee

Seconded by: E. He

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

A. Krawczyk mentioned that A. Bahadoorsingh has kindly agreed to host a social gathering on Saturday, February 21, 2026 with the Foundation, Board, and Senior Team. More details will be provided in the new year.

7. Director

a) Update

Please see report attached report from the Director.

8. Governance

a) Board Transitions – Thank you to Departing Members

A. Krawczyk thanked W. Marais, H. Vanee, and L. Yu for all their work. They expressed their appreciation for being part of the Library Board and thanked the Board and staff.

b) Election of Officers

A. Krawczyk has been nominated and accepted the position of the Chair by Acclamation for his second one-year term.

B. Hafizi has been nominated and accepted the position of the Vice-Chair by Acclamation for a one-year term.

S. Hall thanked A. Krawczyk and T. Wachmann for their hard work as Chair and Vice-Chair and presented them with flowers.

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

c) Workshop Topics of Interest for 2026

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

S. Hall noted that the following topics for workshops have been suggested:

- January - Youth Design Presentation
- February - Long-term Infrastructure Plan
- April - Foundation AGM
- May - Strategy Deep Dive

9. Strategy

None.

10. Finance

None.

11. Infrastructure Committee

B. Hafizi reported on the following projects:

1. Heating System Upgrade

An electrical shutdown is scheduled for the evening of December 31 and will continue throughout January 1, during which the library will be closed. The work is expected to be completed before the library reopens on January 2. This work will ensure the necessary electrical capacity to power the new boilers. The replacement of boilers and radiators is planned for 2026.

2. Concrete Work on Rooftop

We are awaiting a formal quote from a contractor to replace the pavers on the rooftop parking lot with poured concrete. The work will likely occur in spring 2026.

3. Youth Area Design

The layout for the Youth area is close to being finalized and MGA has now submitted the design to their sub-contractors for costing and mechanical/electrical/structural review.

4. Skylight Replacement

Instead of posting on BC Bid, District Facilities will approach a few trusted contractors for quotations on the skylight replacements.

12. InterLINK

T. Wachmann advised that the 2025 Provisional InterLINK Budget was adopted at the November 27 meeting and is provided to the Board for information and comment purposes only.

T. Wachmann thanked L. Yu for her time representing the Library on InterLINK and mentioned that if any trustees are interested in this position to let her know.

Moved by: T. Wachmann

Seconded by: H. Kaart

THAT the Board receive the 2026 Provisional InterLINK budget as an information item.

CARRIED

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.

14. Arts & Culture Advisory Committee

None.

15. Engagement Committee

S. Hall and T. Wachmann will meet with the Kiwanis Society in the new year as they 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. The following is a list of DWV Councillors and the suggested pairing of trustees based upon the 2025 council coffee meetings, with the three new trustees being added to the list if they are available.

[5]

- Mayor Sager – Chair
- Councillor Christine Cassidy – Alastair Nimmons and Heather Kart
- Councillor Nora Gambioli - Tracy Wachmann and Patricia Morris
- Councillor Peter Lambur – Bahar Hafizi and Annabelle Donovan
- Councillor Sharon Thompson – Sarah Sanajou and Emma He
- Councillor Scott Snider – Tracy Wachmann (and new trustee)
- Councillor Linda Watt – Andy Krawczyk (and new trustee)

The key messaging document has been updated and distributed to the trustees, and they were asked to review this document before their Council coffee meetings.

16. Council Update

A. Krawczyk reported on the following on behalf of S. Thompson:

- The West Vancouver Chamber of Commerce held its annual Christmas Dinner & Auction on Tuesday, December 16, 2025, at the Capilano Golf & Country Club. They are also seeking candidates interested in serving on their Board of Directors.
- Gatherwell Saunas is operating a beach sauna pilot program at Ambleside Beach in West Vancouver from mid-December until late February.
- The District's 2026 budget discussions will have public engagement in early 2026, when the proposed budget is shared with the community for review.
- News on the Horseshoe Bay Boat House is to come in the new year.

17. New Business

None.

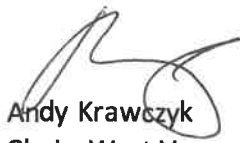
18. Date of Next Meeting

Wednesday, January 14, 2026, 7 p.m.

19. Adjournment

The meeting was adjourned at 8:00 p.m.

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



Andy Krawczyk
Chair, West Vancouver Memorial Library Board