



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

January 14, 2026, 7:00 p.m.

Welsh Hall

Present: A. Krawczyk [Chair], A. Basco, S. Dennis, A. Donovan, B. Hafizi, E. He, H. Kaart, P. Morris, A. Nimmons, S. Sanajou, D. Taylor, S. Thompson, T. Wachmann

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

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Land Acknowledgement

3. Approval of Agenda

Moved by: S. Sanajou

Seconded by: S. Thompson

THAT the Agenda be approved.

CARRIED

4. Approval of Consent Agenda

Moved by: P. Morris

Seconded by: E. He

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

The Chair welcomed new Board members Andrea Basco, Sarah Dennis, and Dana Taylor, to the meeting.

T. Wachmann has updated the Committee Membership List and appointments for 2026 are as follows:

Engagement Committee

- Tracy Wachmann (Chair)
- Andrea Basco
- Annabelle Donovan
- Patricia Morris

Finance Committee

- Bahar Hafizi (Chair)
- Alastair Nimmons
- Sarah Dennis
- Heather Kaart
- Sahar Sanajou

Governance (ad hoc)

- tbd

Human Resources Committee

- Andy Krawczyk (Chair)
- Annabelle Donovan
- Bahar Hafizi
- Tracy Wachmann

Infrastructure Committee

- Dana Taylor (chair)
- Andrea Basco
- Bahar Hafizi
- Emma He

Interlink (Trustee Director)

- Heather Kaart
- Sarah Dennis

Policy (ad hoc)

- Andy Krawczyk (Chair)
- Sarah Dennis
- Bahar Hafizi
- Dana Taylor

- Tracy Wachmann

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

- Andy Krawczyk
- Sarah Dennis

WVML Friends of the Library (Liaison Director)

- Patricia Morris
- Sahar Sanjou (alternate)

WVML Foundation (Liaison Director)

- Tracy Wachmann
- Emma He (alternate)

A. Krawczyk mentioned that A. Bahadoorsingh has kindly agreed to host a social gathering on Thursday, February 19, 2026 with the Foundation, Board, and Senior Team. More details will be provided.

7. Director

a) Update

Please see report attached report from the Director.

S. Hall also provided an update to the Board on user statistics.

8. Governance

A. Krawczyk highlighted the importance of succession planning, noting that three trustee terms will expire at the end of 2026. Committees will be asked to discuss succession needs before the June Board meeting to support future Board recruitment and leadership planning.

9. Strategy

a) 2025 Q4 and YE Business Plan Progress Update

S. Hall provided an overview of the Q4 Business plan and reported on the progress of these goals.

The Board noted the difference in Library Card Program participation rates between different schools and wondered if the reason was known. They were also interested in the overall percentage of students with cards in those grades (Grade 8 and kindergarten). While this overall number is likely not

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possible to obtain, Sarah Barton Bridges noted that, of the participants, 53% of Grade 8 students already had a card, while only 14% of Kindergartners had one.

The Board was interested in progress on EDI and Accessibility. S. Hall will follow up with additional information.

b) Inputs to 2026 Business Plan

S. Hall advised that the 2025 Business Plan will be brought forward to the February meeting.

c) 2026 Strategic Framework and Recap of Strategic Framework Model Results

S. Hall provided context of our Strategic Framework and highlighted some of the achievements under the framework model and noted the following:

- The framework has delivered a lot of value over the past 5 years.
- 5 years would be a good milestone to prompt a deeper dive on our strategic focus.
- The strategic framework is a board document.
- Recommend tasking a board policy committee with acting as a steering committee for the process this year.
- In prior strategic planning, staff have supported by taking a deeper look into topics of strategic interest (examples for upcoming could be AI or Social Connection).
- The resulting product could be an add-on to our existing framework or a larger departure.

d) Board Role in the 2026 Strategic Planning Work

The Board agreed to undertake a deep dive into the strategic framework to clarify priorities and direction. Several workshops will be dedicated to this work in 2026. Trustees interested in strategic planning were invited to inform A. Krawczyk.

10. Finance

a) 2026 Budget and Financial Reporting Cycle

A. Nimmons spoke to the budget approval process and the financial reporting cycle for 2026.

The Board thanked S. Gill for preparing this document commenting that it is helpful.

11. Infrastructure Committee

B. Hafizi reported on the following projects:

1. Heating System Upgrade

An electrical shutdown occurred the evening of December 31 to perform an upgrade for the heating system. The shutdown lasted approximately 8 hours and the upgrade completed successfully. Next steps in early to mid-2026 are replacement of all radiators with high efficiency versions and replacement of the existing gas boilers with electric boilers.

2. Concrete Work on Rooftop

We are still 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 concept layout for the Youth area has been completed and MGA has provided a feasibility report.

4. Skylight Replacement

We are awaiting direction from the District's Purchasing department on approaching contractors for quotations on the skylight replacements. The work is expected to commence in late spring/summer 2026.

12. InterLINK

The next InterLINK meeting is scheduled for February 2026.

13. BCLTA

A. Krawczyk spoke to the excellent workshops provided to trustees by BCLTA and encouraged them to attend. Trustees can contact S. Dale if they are interested in registering for these workshops.

He also mentioned that all Board members have been given a subscription for full access to Dr. Ken Haycock's "The Centre for Board Governance" resources which include Board evaluation templates, performance review guides, strategic planning checklists, role descriptions, and policies to help support the Board's success.

14. Arts & Culture Advisory Committee

A. Krawczyk reported on the ongoing meetings with the Arts & Culture Advisory Committee (ACAC) to discuss the potential location of an arts facility. Once a location is determined, there is still a ways to go in securing funding.

A. Krawczyk mentioned that the 2026 Work Plan will be presented to Council on February 9. As part of the Arts & Culture Strategy Update an item on their 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

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 mid-February 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 2026 council coffee meetings, with the three new trustees being added to the list if they are available.

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

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

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

- A new CFO for the District of West Vancouver has been recruited.
- The Police Board discussed an increase in issues related to homelessness.
- New dedicated pickleball courts are being added near the Gleneagles Community Centre.
- The District's 2026 budget discussions will have public engagement in early 2026.
- News on the Horseshoe Bay Boat House is to come in the new year.
- Gatherwell Saunas is operating a beach sauna pilot program at Ambleside Beach in West Vancouver from mid-December until late February.

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- There was a public information meeting regarding the Baptist Housing Inglewood Campus of Care development in West Vancouver on Tuesday, December 9, 2025.
- Council adopted a monthly \$20 Community Partner Parking Pass for members of qualifying non-profit organizations operating in Ambleside Park. The pass is intended to reduce out-of-pocket parking expenses for non-resident volunteers and staff supporting community-based programs.

17. New Business

None.

18. Date of Next Meeting

Wednesday, February 18, 2026, 7 p.m.

19. Adjournment

The meeting was adjourned at 8:47 p.m.

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



Andy Krawczyk
Chair, West Vancouver Memorial Library Board