



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

February 18, 2026, 7:00 p.m.

Welsh Hall

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

Regrets: E. He

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

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Land Acknowledgement

3. Approval of Agenda

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

THAT the Agenda be approved.

CARRIED

4. Approval of Consent Agenda

Moved by: A. Basco
Seconded by: T. Wachmann

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

A. Krawczyk provided the following updates:

- Reminded trustees to submit their longer bios to S. Dale at their earliest convenience.
- Mentioned that the social gathering with the Foundation, Board, and Senior Team previously scheduled for Thursday, February 19, 2026, will be rescheduled, likely before the April AGM.
- Spoke to the process of the Director's evaluation. The HR Committee will meet with S. Hall to discuss.
- Reminded trustees of Steph's February 23, 2026 presentation to Council and encouraged their attendance in support.

7. Director

a) Update

Please see report attached report from the Director.

b) Operating Stats

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

- The physical circulations stats seem back on track after the re-opening of the Mezzanine, though we do just have one month of data.
- Adult attendance is expected to decline this year, following a one-time increase in 2025 driven by the Robin Wall Kimmerer event.
- Staff are monitoring bot traffic and think a seeming jump in virtual visits could be related.

c) Provincial Libraries Grant Report 2025

S. Hall advised that the annual grant report is a required element for receiving provincial funding. Provincial funding is important to the library, both operational and one-time, so it's important to provide accountability. Provincial staff have asked us not to send supplemental materials.

Moved by: D. Taylor
Seconded by: H. Kaart

THAT the Board approve the grant report for submission.

CARRIED

8. Governance

None.

9. Strategy

a) DRAFT 2026 Business Plan

S. Hall provided an overview of the Draft Business Plan and outlined the goals for 2026. She advised that she will report on the progress of these goals throughout the year once the plan has been finalized and approved.

Moved by: S. Sanajou

Seconded by: S. Thompson

THAT the 2026 Business Plan be approved.

CARRIED

10. Finance

a) Proposed Revised 2026 Operating and Capital Budget Submission

S. Gill highlighted that after the November 2025 Board meeting, the salary budget figures have been slightly updated based on the most recent 2026 labour model provided by District Finance. The total salary changed from \$5,255,587 to \$5,255,709 resulting in an adjustment to the District's contribution.

Moved by: B. Hafizi

Seconded by: A. Nimmons

To approve the proposed 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

D. Taylor reported on the following projects:

1. Heating System Upgrade

New electric boilers have been ordered, and radiators are currently being

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evaluated. Equipment lead times are not yet available; however, the contractor has advised that replacement of all radiators with high efficiency versions and replacement of the existing gas boilers with electric boilers will be completed by summer 2026.

2. Concrete Work on Rooftop

We have received a quote to replace the pavers on the rooftop parking lot with poured concrete and are awaiting structural engineer review and approval. 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 as well as an updated cost estimate and renderings. These documents have been reviewed with the Infrastructure Committee and have been shared with the Board.

4. Skylight Replacement

The tender for the library skylight replacement was posted on February 6th and closes March 3rd. Site visits have commenced with interested contractors. Once a contractor is selected, the work is expected to commence in late spring/summer 2026.

12. InterLINK

No report.

13. BCLTA

No report.

14. Arts & Culture Advisory Committee

A. Krawczyk mentioned that the District of West Vancouver has launched a Community Space Database as part of its Arts & Culture Strategy (2025-2029) to make finding, viewing, and booking local spaces for arts, culture, and community events more transparent and accessible. This initiative serves as a central, online, and interactive database where users can identify available venues across the municipality. The development of this database aligns with the District's broader efforts to improve the infrastructure and availability of spaces for the arts and culture community. The library's spaces are listed.

15. Engagement Committee

T. Wachmann thanked Trustees for their involvement in preparing and engaging in the coffee meetings with Councillors. She asked that they email a brief update on their meetings to her and common themes will be recorded.

16. Council Update

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

- Pay parking is proving controversial and will be discussed at Monday's Council meeting. Concerns were raised about limiting it to Ambleside, with a need for a comprehensive plan from Ambleside to Dundarave. A workshop is scheduled for tomorrow to further discuss.
- Evolve E-Bikes has expanded to West Van, with 16 parking stations now across the municipality. Some of those spots include popular areas like Ambleside Park, the West Vancouver Aquatic Centre and Dundarave.
- A federal infrastructure grant is expected to open shortly.
- An update on the Horseshoe Bay Boat House is expected shortly.
- The Provincial budget includes two major components affecting the District: a 50% increase to the Additional School Tax (AST) and the removal of the lower-interest property tax deferral rate, which many seniors rely on to remain in their homes.

17. New Business

None.

18. Date of Next Meeting

Wednesday, April 15, 2026, 7 p.m.

19. Adjournment

The meeting was adjourned at 7:57 p.m.

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


Andy Krawczyk
Chair, West Vancouver Memorial Library Board