



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES**

**April 15, 2026, 7:00 p.m.**

**The Lab**

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

Regrets: A. Basco

Staff: S. Hall, S. Gill, S. Dale

1. Call to Order

The meeting was called to order at 7:03 p.m.

2. Land Acknowledgement

3. Approval of Agenda

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

THAT the Agenda be approved.

CARRIED

4. Approval of Consent Agenda

Moved by: D. Taylor  
Seconded by: P. Morris

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

A. Krawczyk provided the following updates:

- Resolutions between meetings:
  - Impact Report was approved for printing and release
  - A new Public Programming Sponsorship was approved for our music lecture series.
- The social gathering with the Foundation, Board, and Senior Team scheduled for Thursday, April 16, 2026, has been cancelled.
- Strategic planning
  - The HR committee will meet to develop a timeline and plan a planning start-up Board workshop.

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 are back on track after the re-opening of the Mezzanine.
- Staff are monitoring bot traffic and think a seeming jump in virtual visits could be related.
- Adult attendance is expected to decline this year, following a one-time increase in 2025 driven by the Robin Wall Kimmerer event. Attendance numbers do tend to fluctuate year-to-year.
- There was an increase in new card signups for the month due to the timing of the School Library Card project.

8. Governance

a) Policy Updates

S. Hall advised that the Policy Sub-committee will meet in advance of the May Board meeting to discuss Board policies on Donations, Naming, and Sponsorships.

b) Board Recruitment

A. Nimmons mentioned that the Board recruitment takes place in the fall. Now is a good time to begin thinking about our upcoming needs for skills, connections, personal qualities, and diverse perspectives.

S. Dale will send the Board Skills and Experience Matrix to Trustees to provide a baseline for recruitment planning.

This item will be discussed further at the May Board meeting.

## 9. Strategy

### a) Brief Update

S. Hall noted that the HR Committee will survey the Board in advance of the initial planning workshop. The board may decide to hire a facilitator for a session or sessions in the fall.

## 10. Finance

### a) 2025 Year End Financial Report

S. Gill provided an update noting that at year end, the Library's operating results were below budget, mainly due to lower than expected expenses included salary and benefits and communications. Areas with higher than expected expenses included physical & digital resources, administration, technology, and facility. Savings on salary and benefits were mainly due to staff vacancies and coverage for staff leaves at lower salary rates. Capital results show a positive variance predominately due to incomplete facility and technology related projects. The funds on those incomplete projects will be carried forward to 2026. Unspent 2024 and previous year infrastructure funds have been carried over to 2026 for infrastructure improvements, for use for the Library heating upgrade, and for furnishings and shelving.

### b) 2023-2025 Provincial One-time Library Public Enhancement Grant Proposed Expenditures

S. Gill advised that a portion of the grant has already been expended in 2023 and 2024 and there is a remaining amount of approximately \$129,000 that has been carried over to 2026.

The Library proposes to expend the remainder of the Enhancement Grant in the same categories as communicated to the Board previously, which included staff wellness, inclusion & outreach, technology equipment, honouring reconciliation, programs & services, facilities & equipment,

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temporary project staffing and third-party services and service improvements/enhancements. However, we are requesting Board approval to reallocate some amounts between categories in order to expend the grant.

Moved by: D. Taylor

Seconded by: T. Wachmann

To approve the expenditure of the remaining funds from the one-time Provincial Public Enhancement Grant for the library, as specified in the indicated categories; and,

To permit the Library to reallocate funds within these categories to ensure the complete utilization of the grant.

CARRIED

#### c) 2026 Budget Adoption

S. Gill advised that the 2026 budget (Five-Year Financial Plan Bylaw) was adopted at the Council meeting on March 9, 2026.

Moved by: B. Hafizi

Seconded by: A. Nimmons

To adopt the Library's 2026 operating and capital budgets.

CARRIED

#### 11. Infrastructure Committee

D. Taylor reported on the following projects:

##### 1. Heating System Upgrade

New electric boilers and radiators have been ordered, and we expect to receive all equipment within 10 to 12 weeks. Piping work in the mechanical room has begun. The contractor will provide a detailed construction schedule soon with an anticipated project completion by summer.

##### 2. Concrete Work on Rooftop

Work to replace the pavers on the rooftop parking lot with concrete is expected to commence the week of April 27th and will be completed within a few weeks.

**3. Youth Area Design**

The concept layout for the Youth area was presented to Council at a closed session. Library staff are currently reviewing the cost estimate recently provided by a quantity surveyor to refine the project budget and develop an appropriate funding strategy.

**4. Skylight Replacement**

Library and District Facilities are in the final stages of contractor selection for the skylight replacement project. The existing skylights will be replaced with new high efficiency skylights. Work will commence in late spring/summer 2026.

12. InterLINK

H. Kaart reported that the Board is in the process of electing a new Chair. The role of the Board was discussed, including a potential reduction in board size likely beginning in 2027. Meetings will move to a quarterly schedule, and recruitment of additional directors is underway. It was emphasized that members represent InterLINK as a whole, rather than their individual libraries.

13. BCLTA

A. Krawczyk spoke to the 2026 BC Library Conference held April 22-24. He highlighted the BCLTA – Present and Future presentation scheduled for Friday, April 24 where they will discuss BCLTA's role and why it matters. The BCLTA Board will share their mission, goals, and specific activities of the Association and what programs and supports to public library boards and trustees they provide. They will also explore future possibilities and aspirations for the organization. It will also be a good opportunity to meet newly appointed President, Laura Vilness.

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. He highlighted the Public Hearing for the Ambleside Centre Local Area Plan confirmed for April 27, 2026.

15. Engagement Committee

T. Wachmann thanked Trustees for their involvement in preparing and engaging in the coffee meetings with Councillors.

T. Wachmann reviewed the committee's priorities and suggested waiting to finalize plans until after meeting with the Foundation. It was noted that aligning with the Foundation's upcoming Youth department renovation engagement strategy would be beneficial.

#### 16. Council Update

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

- Order by the Province to adopt Ambleside Local Area Plan (LAP). There is a Public Hearing scheduled for April 27, 2026.
- Bill 25 was not supported for adoption.
- Rapid Bus commitment from Metrotown to Park Royal.
- The progress of Rails to Trails, looking at creating a bike path from the North Shore up to Whistler/Pemberton.
- Nelson Avenue order regarding dangerous and derelict homes.
- Letter from Canada Post advising that West Vancouver will be moving to their community box. This will likely happen over the next 5 years.
- Nominations for West Vancouver Community awards are being accepted until Sunday, April 26.

#### 17. New Business

None.

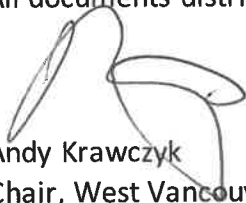
#### 18. Date of Next Meeting

Wednesday, May 20, 2026, 7 p.m.

#### 19. Adjournment

The meeting was adjourned at 8:05 p.m.

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



Andy Krawczyk

Chair, West Vancouver Memorial Library Board