



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

May 20, 2026, 7:00 p.m.

Via Zoom

Present: B. Hafizi [Chair], A. Basco S. Dennis, E. He, H. Kaart, P. Morris,
A. Nimmons, S. Sanajou

Regrets: A. Donovan, A. Krawczyk, D. Taylor, S. Thompson, T. Wachmann

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

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. Land Acknowledgement

3. Approval of Agenda

Moved by: S. Sanajou

Seconded by: E. He

THAT the Agenda be approved.

CARRIED

4. Approval of Consent Agenda

The Board expressed appreciation for the 75th Anniversary report and acknowledged the exceptional level of work undertaken by staff throughout the year.

Moved by: P. Morris

Seconded by: E. He

THAT the Consent Agenda be approved.

CARRIED

5. Business Arising from Minutes

None.

6. Chair Update

None.

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:

- Auto-renewals were unavailable for two weeks in April, which impacted circulation statistics.
- Program attendance tends to fluctuate

8. Governance

a) Summer Reading Club – 5pm Closure Request

S. Hall advised that the Youth Department is requesting that the Library close one hour early on Friday, September 18 at 5 p.m., both to allow for a more reasonable time for setup and to offer families earlier time slots to received medals: 6 p.m., 6:30 p.m., and 7 p.m.

Moved by: A. Nimmons

Seconded by: E. He

To approve the early 5pm closure of the Library on Friday, September 18, 2026 to allow set-up time for the Summer Reading Club Medal Ceremony.

CARRIED

b) Policy Committee Update

The Ad Hoc Policy Committee is currently reviewing Board policies around Donations, Sponsorships, and related matters. The goal is to get Board and Foundation policies in alignment prior to a capital campaign.

c) North Shore Library Boards Joint Workshop

Although nothing has been finalized, joint workshops for North Shore trustees have typically been scheduled for the Thursday following the October Board meeting.

The Board supported the concept as a valuable opportunity for both networking and a shared educational component.

Suggested topics included accessibility and misinformation.

S. Hall will email the Board to gauge interest and availability.

9. Strategy

a) 2026 Q1 Business Plan

S. Hall provided an overview of the Business Plan progress for Q1 – overall, we are on track.

b) Strategic Planning

The HR Committee deferred the initial strategic planning workshop until June. Between meetings, they will survey board members about preferred process for the strategic planning year, and any exemplar plans the group may want to review. The planning session itself will comprise of:

- i. A standard SWOT-type exercise
- ii. Identification of a few (1-3) key focus areas that may need research
- iii. A discussion on process with a view to mapping out the rest of the planning year.

10. Finance

a) 2026 Q1 Report

B. Hafizi advised that overall, operating results are slightly above target budget and highlighted the following:

- The revenue from third parties includes the unexpended portion of the Public Enhancement Grant carried over from 2025 and the remaining revenue from third parties is generally received at year-end.
- Expenditures for Salary are below budget for the quarter due primarily to staff vacancies and coverage for staff leaves at lower salary rates.

[4]

- Expenditures for Technology and Physical & Digital Resources are over budget for the quarter primarily due to the timing of payments for electronic resources and periodical subscriptions.
- Expenditures for Administration and Facility are under budget for the quarter but are expected to be fully expensed by year end.

It was noted that the Finance Committee reviewed the report and no concerns were noted.

Moved by: S. Sanajou
Seconded by: S. Dennis

To accept the 2026 Q1 operating and capital results as presented.

CARRIED

11. Infrastructure Committee

S. Gill reported on the following projects:

1. Heating System Upgrade
Piping work in the mechanical room continues and the heat exchanger and boilers will be installed soon. The radiators have been ordered and will arrive in the coming weeks. The project is anticipated to be completed by summer.
2. Concrete Work on Rooftop
The pavers have been replaced with concrete, and the area has reopened to the public. This project is now complete.
3. Youth Area Design
The updated cost estimate for the Youth area has been finalized and will be shared with Council for information ahead of the 2027 budget cycle.
4. Skylight Replacement
A contractor has been selected for the skylight replacement project, and a kick-off meeting has occurred. Skylights will be ordered in May/June, and work will commence in early July.
5. Parking Signage and Line Painting
Parking signage has been updated from 9am-6pm Monday to Saturday to 9am-8pm every day to better align with library hours. Line, crosswalk, and pavement marking painting is scheduled for this spring. Depending on the

outcome of the rooftop garden review, we may also be working on a redesign of our rooftop lot next year.

Discussion took place regarding rooftop parking. The Board noted that parking is a concern and that the rooftop patio is not well utilized outside of programming.

S. Hall advised that the findings of the review will be presented to the Board in the fall for further discussion.

12. InterLINK

H. Kaart reported that InterLINK met and that the subcommittees now report through the executive, which aligns closely with the new structure planned for 2027. Financial reports were also reviewed.

13. BCLTA

None.

14. Arts & Culture Advisory Committee

None.

15. Engagement Committee

None.

16. Council Update

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

- Council implemented 90 minutes of free parking in Ambleside while conflicts with the program are resolved and a comprehensive plan from Ambleside to Dundarave is developed. This rollout may take 4–6 weeks, and further details are expected before the next meeting.
- Acciona has settled with Metro on the wastewater treatment plant (\$235 million). Metro will resume the project with an independent review.
- Appointment of a new Police Chief is in the works but has not been finalized.
- Council is beginning the process for the Taylor Way LAP.
- Two library resolutions were fully supported at the LMGA:
 - Funding for a bookmobile
 - \$30,000 in funding for libraries

[6]

- The northbound on-ramp from Park Royal to Taylor Way is expected to be completed by the end of June.
- Water restrictions came into effect on May 1.
- Rail discussion north of Squamish: The Province has agreed to retain the line, and Columbia Rail is engaging with CN on potential passenger and freight additions. Further detailed discussions are expected to commence in July.
- Community Awards will take place on June 1 at WVYC, with Alistar Nimmons and Tracy Wachmann as two of the recipients.
- Canada Post is transitioning to community mailboxes.

17. New Business

None.

18. Date of Next Meeting

Wednesday, June 17, 2026, 7 p.m.

19. Adjournment

The meeting was adjourned at 7:51 p.m.

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



Andy Krawczyk
Chair, West Vancouver Memorial Library Board