



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES**

**January 17, 2024, 7:00 p.m.**

**Via Zoom**

**Present:** T. Wachmann [Chair], A. Krawczyk, A. Nimmons, S. Sanajou, L. Yu

**Absent:** B. Hafizi, S. Thompson

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

**1. Call to Order**

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

**2. Approval of Agenda**

Moved by: A. Krawczyk

Seconded by: L. Yu

THAT the Agenda be approved.

**CARRIED**

**3. Approval of Consent Agenda**

Moved by: A. Nimmons

Seconded by: A. Krawczyk

THAT the Consent Agenda be approved as amended.

**CARRIED**

**4. Business Arising from Minutes**

None.

**5. Director**

**a) Update**

S. Hall provided an update on the Director's report. Please see report attached.

## 6. Governance

### a) Election of Officers

T. Wachmann has been nominated and accepted the position of the Chair by acclamation.

A. Krawczyk has been nominated and accepted the position of the Vice-Chair by acclamation.

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

### b) Committee Membership List

T. Wachmann thanked the Trustees for stepping up to take extra rolls as the Board is down to only six active committee members. The Library Board will be revising the list once the new committee members are appointed later in the spring.

Trustee Board Committee Membership appointments for 2024:

#### **Finance Committee**

- Lorena Yu (Co-Chair)
- Alastair Nimmons (Co-Chair)
- Sahar Sanajou

#### **Engagement Committee**

- Sahar Sanajou (Co-Chair)
- Tracy Wachmann (Co-Chair)
- Bahar Hafizi

#### **Infrastructure Committee**

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

#### **Interlink**

- Lorena Yu
- Andy Krawczyk (alternate)

#### **WVML Foundation (Liaison Director)**

- Tracy Wachmann

**West Vancouver Art and Culture Advisory Committee**

- Lorena Yu

**Human Resources Committee**

- Tracy Wachmann
- Andy Krawczyk
- Alastair Nimmons

7. Strategy

a) 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. S. Hall further advised that the 2024 Business Plan will be brought forward to the February meeting.

Discussion ensued and the Board thanked S. Hall and her team for the year end review and commented that it is amazing what was accomplished in 2023. They also acknowledged the quality of the staff at the Library.

b) Community Office Feasibility Report

T. Matsuzaki provided an overview of the Library's proposal to establish a community office space with partner agencies noting that these potential partnerships will enhance the Library's role as a vital community space and increase accessibility to the resources our most vulnerable community members need.

Due to staff capacity and the constraints on library space, it was recommended moving ahead with this project in 2026.

c) WVML Accessibility Plan – (Operationalization of District Plan)

S. Hall provided an update on the implementation of the *Accessible BC Act* and noted that all public libraries must establish an accessibility committee, an accessibility plan, and a tool to receive feedback on accessibility and the WVML is now in compliance with these regulations.

S. Hall advised that the WVML Accessibility Plan works within the framework established by the 2023-2026 Accessibility Plan of the District of West Vancouver and it provides context and action items that are specific to the Library.

Moved by: A. Krawczyk  
Seconded by: L. Yu

THAT the Board endorse the WVML Accessibility Plan subject to any comments from ACDI at such a time that they have capacity to do so.

CARRIED

## 8. Finance

### a) 2024 Budget and Financial Reporting Cycle

S. Gill spoke to the budget approval process and advised that there is a Budget Information meeting on January 16, 2024 at 1 p.m. at the West Vancouver Community Centre and a virtual meeting on January 18, 2024 at 6 p.m.

## 9. Infrastructure Committee

S. Gill reported on the following projects:

- A tender package for the heating upgrades in the Library has been posted.
- The help desk renovation is now complete.
- The vertical lift design to the Rooftop parking is complete and discussions with procurement regarding next steps are underway.
- Staff have provided Urban Arts Architecture feedback on the design options for the Mezzanine and the design is underway.
- District facilities has hired a roofing consultant to install plywood sheeting on the north and south wings of the building. Construction will commence weather dependent.

## 10. Engagement Committee

T. Wachmann advised that the February Workshop will be a Board engagement planning session for 2024. In preparation for the workshop, a short webinar from Ken Haycock on advocacy will be sent to Trustees to view. Other kinds of engagement could also be considered, such as relationship building in the community. For this aspect, Board members may also wish to review the findings of the non-user analysis.

## 11. Council Update

None.

## 12. New Business

None.

13. Date of Next Meeting

Wednesday, February 21, 2024, 7 p.m.

14. Adjournment

The meeting was adjourned at 8:03 p.m.

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



Tracy Wachmann  
Chair, West Vancouver Memorial Library Board