



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

February 21, 2024, 7:00 p.m.

Welsh Hall

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

Absent: B. Hafizi, S. Sanajou

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

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: L. Yu

THAT the Consent Agenda be approved as amended.

CARRIED

4. Business Arising from Minutes

None.

5. Director

a) Youth Space Planning Engagement

S. Ozirny provided an overview of the results from the Youth Space consultation that was conducted this fall and thanked all kids, teens, and adults for filling out the survey and sharing their feedback.

S. Ozirny highlighted the five main themes that emerged as follows:

1. More seating
2. More spaces/zones for different ages and noise levels
3. A space that meets West Vancouver's gold standard
4. Play and Wonder
5. Safer and More Accessible Spaces

In response to a question from the Board, S. Ozirny advised that the area will be repurposed to make the space more efficient and noted that things that are working in the existing space include the natural light, the second floor location where noise won't bother adult patrons, and the overwhelming gratitude and appreciation for the staff.

Next steps include a detailed design and cost estimate for fundraising as follows:

- A need to draw from a variety of sources for funding
- A detailed design and space plan to move forward on a capital campaign.

The Board commented that the consultation process was a huge success and thought it was important to engage with the youth and hear their ideas.

b) Update

Please see report attached from the Director.

The Board commented on the Witness Blanket and the incredible learning opportunity this has provided the community. They spoke to the success of the opening ceremony and thanked staff for all their hard work coordinating this event.

c) Provincial Libraries Grant Report 2023

T. Wachmann advised that the annual grant report is a required element for receiving provincial funding.

Moved by: S. Thompson

Seconded by: L. Yu

THAT the Board approve the grant report for submission.

CARRIED

d) Terms and Conditions – Change to Credit System – Minor Update

T. Matsuzaki advised that Kanopy changed from a “credit” system to a “ticket” system and each month patrons will receive 18 tickets per month instead of 6 movie credits. The Terms and Conditions of Use Handbook has been updated to reflect this change.

6. Governance

a) Board Recruitment Timeline

S. Barton-Bridges provided an update on the Board’s spring recruitment as follows:

- The spring recruitment deadline is April 30
- A virtual Board Information night will be held on April 15 with the Director and past Trustee Felicia Zhu
- In-library ad
- LinkedIn ad and encouraged the Board to like and share to expand contacts/audience
- Target partner agencies and other possible promotional options along the dimensions identified (diverse abilities, age, culture, profession, etc.)
- An HR Committee meeting will be scheduled the first week of May to review applications
- Forward recommendations to Council in June
- Hope to have a full Board in July

A. Krawczyk suggested that the Library Board’s Council representative make a public announcement of the vacancies at a Council meeting in early March.

S. Hall advised that she is presenting to Council at the March 4 meeting and can discuss what qualifications are desirable.

b) Designate Alternate to the Arts & Culture Advisory Committee

T. Wachmann suggested that an alternate be appointed to the Arts & Culture Advisory Committee. Trustees that would like to participate can put their names forward. T. Wachmann will contact Trustees that were absent from tonight’s meeting to see if they are interested.

7. Strategy

a) 2024 Draft Business Plan

S. Hall provided an overview of the Draft Business Plan and outlined the goals for 2024. She advised that she will report on the progress of these goals throughout the year once the plan has been approved.

Discussion ensued and the Board suggested a minor change to include more reference to the support and development of staff and spoke to the importance of their mental wellness.

The Board spoke to the creativity and innovation of this plan and provided their support. They thanked S. Hall and team for a job well done.

S. Hall will make any revisions necessary and will bring the Draft Business Plan back to the April Board meeting for approval.

8. Finance

a) Revised 2024 Budget and Financial Reporting Cycle

A. Nimmons noted that the Operating and Capital budget has been updated and the following adjustments have been made:

- Facilities capital budget: After discussion with Finance, the \$45,000 for Youth floor space design will be submitted as a one-time initiative instead of as a capital request given this request fits the criteria for one-time funding.
- Salary budget figures have been updated based on the most recent 2024 labour model provided by District Finance. In particular, an adjustment was made to the benefits percentage.

The Board thanked S. Gill for all his hard work in preparing these documents.

Moved by: A. Nimmons

Seconded by: L. Yu

To approve the revised 2024 Operating Budget in principle, 2024 One-Time Initiatives, 2024 Capital Budget along with rankings, and the 2025-2034 Capital Forecast for submission to the District.

CARRIED

9. Infrastructure Committee

A. Krawczyk reported on the following projects:

- A tender package for the heating upgrades in the Library has been posted.

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- 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.

In response to a question from the Board, S. Gill advised that the vertical lift to the Rooftop parking is anticipated to be complete by late spring/early summer.

10. Engagement Committee

T. Wachmann advised that the February Workshop for the 2024 Board engagement planning session will be rescheduled to a virtual meeting in March. She will contact trustees to determine availability.

11. Council Update

S. Thompson reported on the following:

- The Province has introduced legislation with changes to the local planning framework through new requirements to allow increased density in areas currently zoned for single-family or duplex use. The legislation will also change housing needs reporting and public hearing requirements.
- The Province has ordered West Vancouver to build 1,432 net new units of housing in the next five years to add to their housing stock.
- Starting on Monday, February 12, 2024, pay parking will be in effect in Lighthouse Park, Whyte Lake/Nelson Canyon Park, and Whytecliff Park. Pay parking in these parks will be in effect year-round, between 7 a.m. to 10 p.m., seven days a week. Current residents of the District of West Vancouver may apply for an annual parking pass at the cost of \$20 per pass, plus applicable taxes and transaction fees, per year.
- John Weston is proposing a Health & Fitness institute in West Vancouver.
- Jimmy Pattison's yellow house on Argyle Avenue on the West Vancouver waterfront has been deconstructed and has the potential to save nine tonnes of usable lumber.

12. New Business

None.

13. Date of Next Meeting

Wednesday, April 17, 2024, 7 p.m.

14. Adjournment

The meeting was adjourned at 8:15 p.m.

[6]

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

A handwritten signature in black ink, appearing to read 'Tracy Wachmann', with a large, stylized loop at the end.

Tracy Wachmann
Chair, West Vancouver Memorial Library Board