



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES

September 18, 2024, 7:00 p.m.

The Lab

Present: T. Wachmann [Chair], A. Krawczyk, B. Hafizi, E. He, W. Marais, P. Morris,
S. Sanajou, S. Thompson, L. Yu

Absent: A. Nimmons, H. Vanee

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

1. Call to Order

The meeting was called to order at 7:11 p.m.

2. Approval of Agenda

The following amendments were made to the agenda:

- Remove August Monthly Operating Stats
- Add West Coast Modern Week Final Report 2024.

Moved by: B. Hafizi

Seconded by: L. Yu

THAT the Agenda be approved as amended.

CARRIED

3. Approval of Consent Agenda

Moved by: W. Marais

Seconded by: S. Sanajou

THAT the Consent Agenda be approved.

CARRIED

4. Business Arising from Minutes

None.

5. Director

a) Update

Please see report attached report from the Director.

6. Governance

a) Respectful Behaviour Policy

S. Hall advised that the Respectful Behaviour Policy is inspired by the District of West Vancouver's Respectful Behaviour Bylaw. Library staff have worked on developing a parallel policy as the library is not covered by the bylaw, being an independent entity.

S. Hall highlighted the main changes to the policy as follows:

- Change in the avenue for appeal.
- Clarifying the procedure for suspensions and appeals.
- Emphasis on the library's requirement as an employer to take all reasonable steps to maintain a safe and respectful working environment.

The Board's Policy Committee has reviewed the policy, and no concerns were noted.

Moved by: A. Krawczyk

Seconded by: W. Marais

To approve the attached policy and add to the Board's policy manual, replacing section 4.7 (see 'proposed policy' section).

CARRIED

Moved by: B. Hafizi

Seconded by: P. Morris

To amend the 'Code of Conduct on Library Premises' to be called the 'Library Code of Conduct'.

CARRIED

Moved by: B. Hafizi

Seconded by: E. He

[3]

To amend the 'Code of Conduct' in section 2.5 of the manual to be called 'Board Code of Conduct'.

CARRIED

Moved by: B. Hafizi
Seconded by: W. Marais

That an ad hoc Appeals Committee of three board members be appointed when a suspended patron wishes to appeal the suspension (see section 9).

CARRIED

Moved by: P. Morris
Seconded by: S. Sanajou

To Change the wording in the policy from "banned" to "suspension".

CARRIED

b) Director's Insurance

S. Gill provided an overview of Board Liability advising that a library board should operate lawfully and work carefully to comply with the *Library Act* (e.g. ensuring proper financial oversight, ensuring policies and procedures are current, measures in place to protect library patrons etc.)

S. Gill advised that S. 54(1) of the *Library Act* provides some protection to individual Board members; however, there are exceptions in S. 54(3). Furthermore, Library Boards may be liable under S.54(4) for action of Board Directors, officers, employees or persons acting under direction of the Board

Additional Insurance includes:

- Since the Board is appointed by Council, liability coverage from the District of West Vancouver (DWV) is in place and provides additional protection to Board directors.
- Coverage amounts are in line with the DWV's member's coverage.
- Liability protection agreement is under Municipal Insurance Association of BC.

7. Strategy

No report.

8. Finance

a) Annual Budget & Financial Reporting Cycle

The Annual Budget & Financial Reporting Cycle Report is provided to the Library Board for information.

b) 2024 Q2 Report

L. Yu advised that the operating revenues are below target for Q2 2024. This is due to the late receipt of the Provincial operating grant of \$105k, which was issued by cheque and recorded in Q3 2024. With the grant included, operating revenues would exceed the target for Q2 2024, mainly due to greater than anticipated facility and other revenue.

L. Yu mentioned that expenditures for Salary are over budget for the quarter due primarily to increased sick usage, maternity leave top-up, limited staff vacancies despite having to achieve a vacancy adjustment, and less staff vacation usage in Q2 2024. There has been a slight increase in sick usage since the Pandemic, and this is being monitored.

L. Yu noted that a large amount of carry-over funds from the 2023 capital budgets have been carried over to 2024 which will largely be used to fund the Mezzanine renovations and heating upgrades. S. Gill will work with the District Facilities department as these funds will be committed in 2024.

Moved by: P. Morris

Seconded by: L. Yu

To accept the 2024 Q2 operating and capital results as presented.

CARRIED

c) Proposed 2025 Operating and Capital Budget Submission

L. Yu advised that it is a conservative budget and where possible, efforts were made to consider cost-saving measures and offsetting incremental requests through increased revenues. Also, given District funding constraints, the library is not requesting any one-time initiatives in 2025.

Moved by: L. Yu

Seconded by: W. Marais

To approve the proposed 2025 Operating Budget in principle, 2025 One-Time Initiatives, 2025 Capital Budget along with rankings, and the 2026-2035 Capital Forecast for submission to the District.

CARRIED

9. Infrastructure Committee

B. Hafizi reported on the following projects:

- District Facilities and the Library have agreed to proceed with a solution of using our existing heat pumps supplemented with electric boilers for the heating system upgrade. We are awaiting detailed drawings from the contractor, Modern Niagara, and then will work on construction negotiations and mobilization. Most of the work will begin next year during the late spring/summer when it becomes warmer, and less heating is required.
- The roof seismic upgrade is substantially complete. A final inspection was completed in August and the contractor is in the process of dealing with any deficiencies, after which we will receive close out documents. The rooftop parking and community garden was re-opened a few weeks ago.
- We are still working with a contractor to provide us a non-commitment budget for the elevator to the rooftop parking project. The budget estimate was delayed as we needed some clarity from the engineers on structural details. We expect to receive this budget soon and will then determine next steps. We are hoping we can engage this contractor and complete the work this fall.
- Materials continue to be moved in preparation for the Mezzanine renovation. The permit and tender packages are ready, and we are working with the District's Purchasing department on next steps in selecting a contractor. We anticipate commencing the renovation work in early fall.

S. Gill reviewed the renderings for the mezzanine level renovations highlighting the following:

- More open space
- Lower shelving
- Improved lighting
- New carpet
- Both collaborative and individual working spaces.

10. Engagement Committee

T. Wachmann acknowledged that it is important the whole Board be involved at a strategic level in the 2024-2025 engagement planning process. T. Wachmann and C. Garton (former Chair of the Engagement Committee) will facilitate a workshop in October before the Board meeting. The Engagement Committee can then meet in October/December to finalize the details of a 2024-2025 plan.

11. Council Update

S. Thompson reported on the following:

- Her attendance at UBCM (Union of BC Municipalities) 2024 convention (September 16-20).
- The final adoption of the Area Development Plan for Cypress Village and Eagleridge has been delayed.
- Hilary Letwin's former administrator/curator, to the West Vancouver Art Museum has taken a new position with the City of Coquitlam and wished her well in her future role.
- Congratulated Sue Ketler in her new role as the Deputy Municipal Manager position.
- The Coho festival and salmon barbecue returned to Ambleside after a brief hiatus in 2023.
- Council voted in favour of closing the public beach access to a waterfront beach next to 3000 Park Lane in West Vancouver which has received media attention.
- Spoke to the 2025 budget process.

12. New Business

None.

13. Date of Next Meeting

Wednesday, October 16, 2024, 7 p.m.

14. Adjournment

The meeting was adjourned at 8:25 p.m.

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



Tracy Wachmann
Chair, West Vancouver Memorial Library Board