



**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES  
For the meeting of  
February 21, 2018  
Welsh Hall East**

Present: D. Carter [Chair], E. Fiss, C. Garton, G. Jopson, K.R. Shimoda, J.A. Telford

Regrets: Z. Rahim, M. Shapiro, B. Soprovich, J. Stirk, F. Zhu

Staff: J. Benedict, P. Cumming, S. Ozirny, R. Surtees, L. Breen

Guest: David Hawkins, Manager, Community Planning & Sustainability

1. Call to Order

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

2. Public Comments

There were no members of the public in attendance.

3. Approval of the Consent Agenda

It was duly moved and seconded:

THAT the Consent Agenda be approved as circulated.

CARRIED

G. Jopson added that on the 2018 Community Relations Opportunities, the dates can now be confirmed for the Friends of the Library Shred-it day on May 26 and the Mayor's Lawn Bowling Social on June 15.

4. Approval of Agenda

It was duly moved and seconded:

.../2

THAT the Agenda be approved as circulated.

CARRIED

5. Adoption of Minutes

Moved by: J.A. Telford  
Seconded by: G. Jopson

THAT the Minutes of the Library Board meeting held January 17, 2018 be adopted.

CARRIED

6. Draft Official Community Plan

D. Hawkins made a PowerPoint presentation on the Draft OCP process. The Draft OCP has 5 areas of focus:

- Housing
- Transportation
- Social Well-being
- Economy
- Environment

The OCP is a high-level guiding document for the future direction of West Vancouver. D. Hawkins discussed the two areas that are most relevant to the Library: Social Well-being and Housing. The Social Well-being section specifically refers to the Library in two objectives. In addition, he acknowledged that the Library supports many other objectives of Social Well-being. The policies and objectives on Housing are important for shaping community demographics and the Library's workforce.

Public comments on the draft OCP are welcome through mid-March. D. Hawkins encouraged the Trustees to consider submitting feedback to Council as a Board.

The Trustees thanked D. Hawkins for his presentation.

*D. Hawkins excused himself from the meeting at 7:54 p.m.*

7. Business Arising from Minutes

a) Squamish Art Commission

.../3

The Friends of the Library approved funding for the McDonald Creek meeting room art installation. The support for the Courtyard installation has not yet been secured. J. Benedict has scheduled a meeting with the Chairs of the Library and the Foundation to discuss options.

J. Benedict advised that she has been in contact with the Squamish Band Council and expects a placement on a meeting agenda in the near future.

8. Director of Library Services

a) 2017 Strategic Initiatives Year End Report

J. Benedict provided the 2017 Strategic Initiatives Year End Report.

b) 2017 Operating Year End Report - Revised

The original Report emailed to the Board was revised and re-distributed.

Senior staff S. Ozirny, R. Surtees and P. Cumming provided a summary of their department's 2017 activities and results.

*S. Ozirny excused herself from the meeting.*

c) Adult Learning and Personal Enrichment Service Model Outcomes Report

P. Cumming advised that the survey revealed adults use the Library to help achieve a variety of personal goals and in a variety of different ways. The survey respondents are frequent Library users with over half visiting once a week or more. She noted that English Language Learning is so successful that her department increased the number and types of these programs to provide beginner, intermediate and advanced levels.

d) 2017 Provincial Library Grants Report

The Trustees discussed the value of the Provincial Library Grants Report considering the amount of work to prepare it. J. Benedict advised that the Ministry of Education is considering revising the funding model and that the report is a requirement of the grants that the Library receives.

Moved by: G. Jopson  
Seconded by: J.A. Telford

THAT the 2017 Provincial Library Grants Report be received.

e) 2018 Health and Wellness Donation

Moved by: K.R. Shimoda

Seconded by: E. Fiss

THAT the WVML Board approve the expenditure of a designated gift of \$3,000.00 to enhance the Library's Health + Wellness collections and staff development, subject to the approval of the WVML Foundation.

CARRIED

f) 2018 WVHS Grant

Moved by: K.R. Shimoda

Seconded by: J.A. Telford

THAT the WVML Board approve the receipt and expenditure in 2018 of the West Vancouver Historical Society Grant of \$5,871.00.

CARRIED

*P. Cumming and R. Surtees excused themselves from the meeting at 8:33 p.m.*

9. Closed Meeting

Moved by: J.A. Telford

Seconded by: E. Fiss

THAT the WVML Library Board approve the exclusion of the public for a closed meeting.

CARRIED

The Board proceeded with the closed meeting at 8:33 p.m.

The Chair reconvened the February 21, 2018 regular meeting of the Library Board at 8:46 p.m.

.../5

## 10. Committee Reports

### a) Finance

J.A. Telford reported that the Committee had reviewed the 2017 Director of Library Services expenses and found them to be in order. At the next meeting, the Committee will be considering a policy revision for Board expenses.

### b) Advocacy

C. Garton advised that the Committee will be scheduling a meeting in early April.

## 11. Council Update

B. Soprovich was unable to attend the Board meeting due to another commitment.

## 12. Friends of the Library

G. Jopson reported that the January meeting was well-attended. The focus was on the approval of new Constitution and By-laws. The members also discussed the Squamish Art commission proposal.

J. Benedict advised that Rosemin Ebrahim, Friends of the Library President, will be making a report at the April Board meeting.

## 13. Correspondence

No correspondence

## 14. New Business

### a) Draft OCP

The Trustees agreed to send a letter of support to Mayor and Council on the Draft OCP. A letter will be drafted and circulated to the Trustees for comment.

## 15. Date of Next Meeting

Wednesday, April 18, 2018, 7:00 p.m. Welsh Hall East

16. Adjournment

It was duly moved and seconded:  
THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:58 p.m.



**CHAIR**  
**West Vancouver**  
**Memorial Library Board**

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