

 West Vancouver  
Memorial Library <sup>1905-03</sup> (3)

**WEST VANCOUVER MEMORIAL LIBRARY BOARD**

**MINUTES**  
For the meeting of  
September 16, 2009  
Storyhouse

Present: H. Greenwood [Acting-Chair], M. Bergen, B. Carter, R. Day,  
K. Farquharson, R. Foucault, A. Hamilton, F. Patterson

Regrets: P. Tutsch, S. Parrott and S. Walker

Staff: A. Goodhart, L. Henderson and L. Breen

1. Call to Order

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

2. Approval of Agenda

Under item 7 Liaison Reports, A. Hamilton advised that she would be providing an update on the Foundation and R. Foucault requested the addition of InterLINK. Under item 9 New Business, H. Greenwood asked to add VANOC.

It was duly moved and seconded:

THAT the agenda be approved as amended.

CARRIED

3. Adoption of Minutes

It was duly moved and seconded:

THAT the Minutes of the Library Board meeting held July 15, 2009 be adopted.

CARRIED

4. Business Arising from Minutes

None

5. Correspondence

a) Public Library InterLINK

A letter was sent to the Chair advising that the Library received \$70,138.00 as a compensation payment for net provision of library services to other InterLINK libraries in 2008.

b) Public Library Services Branch

The Chair received an e-mail informing him that the Library received a total of \$99,206.00 in provincial support for 2009/2010. Also included was a detailed calculation for each of the grant payments made to the Library.

c) BCLTA

An invitation was e-mailed to the Chair inviting the Trustees to a BC Libraries Reception at the 2009 Union of BC Municipalities Convention in Vancouver.

6. Report of the Director of Library Services

A. Goodhart informed the Board that she will be on vacation in October. Sue Kent, Head of the Reference Department, will be the acting Director during this time.

Andrea Tartaglio, Acquisitions and System Librarian, has been working on improvements to the catalogue. Now when a patron searches for a book, it will also indicate that a downloadable version is available on Library-To-Go. She will continue to enhance the catalogue on an ongoing basis with some of the new Innovative upgrades.

A. Goodhart distributed the 2009 Key Goals and Work Plan. She reviewed the status of the projects and highlighted the activities which are still to be completed before the end of the year.

**2010 Budget**

The Library Board was provided with a list of the 2010 Projects and their funding sources. A. Goodhart reviewed the document with the Trustees.

Moved by: B. Carter  
Seconded by: R. Day

THAT the WVML Board approves the 2010 Budget and Project List as presented.

CARRIED

### **2010 Fees and Charges**

The Finance Committee raised a concern regarding the reduction in fine revenue. A. Goodhart distributed a spreadsheet to the Trustees with the monthly fine revenues from January 2005 to August 2009. It was suggested that the North Shore Library Directors meet to re-visit the fee structure amongst the three library systems. They will look at the possibility of further harmonization of the fines.

### **Meeting Room Policy/Changes**

A staff committee was created to review and revise the Library's meeting room operating guidelines and policy. Their recommendations are included in the Director's Meeting Room Policy report to the Board. The Library Board Policy Manual will need to be updated as well.

Moved by: R. Day  
Seconded by: F. Patterson

THAT the WVML Board endorses the revisions to the Library's Meeting Room guidelines and policy as presented.

CARRIED

A. Goodhart also thanked the staff committee for gathering the information and developing the recommendations for the changes to the guidelines and policy. Library Assistants Margot Bower and Sarah Felkar and Sue Kent, Head of Reference, were acknowledged for the great job they did.

## **7. Liaison Reports**

### **a) Foundation**

At the September 17 meeting the Foundation will be discussing the Fall Ask fundraising campaign. There is no longer a Spring Ask. A fundraising

consultant has been hired to assist with the campaigns in an effort to attract new donors and retain current ones. She has proposed three ideas:

1. A general mail drop
2. A personalised letter to previous donors
3. An evening of appreciation for special donors on November 6, 2009.

b) InterLINK

A draft copy of the 2009 – 2011 InterLINK Strategic Plan was distributed to the Trustees for their review.

It was duly moved and seconded:

THAT the WVML Board approves the 2009 – 2011 InterLINK Strategic Plan as presented.

CARRIED

8. Committee Reports

a) Finance

B. Carter reviewed the Financial Report for the eight months ending August 31, 2009. Fine and room rental revenues continue to be down as expected.

Moved by: B. Carter  
Seconded by: M. Bergen

THAT the WVML Board adopts the Finance Report as presented.

CARRIED

b) Green Committee

K. Farquharson updated the Trustees on the current status of the LEED initiative. A sustainability consultant is working with the Library on the certification process. The building repairs and/or upgrades, which have been divided into three groupings, are in the 2010 Project List under Capital. The Library is currently awaiting the final report from Shape Architecture regarding the return on investment.

Moved by: K. Farquharson  
Seconded by: F. Patterson

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THAT the WVML Board adopts the Green Report as presented.

CARRIED

9. New Business

a) VANOC

H. Greenwood raised the subject of the \$35 million VANOC will be spending on bilingual signage. He suggested A. Goodhart find out whether the Library could participate in this initiative. She will discuss it with the Municipal Executive Team as the project should be District-wide.

10. Public Questions

None

11. Date and Place of Next Meeting

Wednesday, October 21, 2009, Storyhouse

12. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

The meeting was adjourned at 8:10 p.m.

  
Acting Chair  
WVML Board

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

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