

WEST VANCOUVER MEMORIAL LIBRARY BOARD

**MINUTES
For the meeting of
March 18, 2009
Peter J. Peters Room**

Present: P. Tutsch [Chair], M. Bergen, R. Day, H. Greenwood, S. Parrott, S. Walker
Regrets: B. Carter, K. Farquharson, R. Foucault, A. Hamilton, F. Patterson
Staff: A. Goodhart, L. Henderson, L. Breen

1. Call to Order

The meeting was called to order at 7:08 p.m.

2. Approval of Agenda

It was duly moved and seconded:

THAT the agenda be approved as circulated.

CARRIED

3. Adoption of Minutes

S. Parrott requested that the name of the croquet tournament, Mallet Masters, be added to item 8 Liaison Reports a) Foundation.

It was duly moved and seconded:

THAT the Minutes of the Library Board meeting held February 18, 2009 be adopted as corrected.

CARRIED

4. Business Arising from Minutes

At the February meeting the Chair suggested that an ad hoc committee be

considered to look at ways of collaborating with Park Royal. The committee has not yet been set up.

5. Correspondence

A patron sent a Library Comment & Suggestion form to the Chair concerning the .50¢ charge for placing a hold. A. Goodhart replied to the individual on behalf of P. Tutsch.

6. Edda Davis, Vice-President of the Friends of the Library

The Chair introduced Edda Davis who presented the Friends of the Library Report on behalf of the President, Grace Kravac. Edda recapped all the activities the Friends are involved in as well as listed the projects over the past 3 years, totalling \$54,319.00, which they have funded through their book cart and book sales.

It was suggested that a flyer be developed highlighting all the things the Friends do for the Library.

The Chair thanked Edda for the report.

Moved by: S. Walker
Seconded by: H. Greenwood

THAT the WVML Board thanks the Friends of the Library for their dedicated involvement with the Library.

CARRIED

7. Report of the Director of Library Services

A. Goodhart thanked all the Trustees who attended the Budget presentation on March 2. She also invited them to come and support the Budget at the Council meeting on Monday, March 23 which will be the first round of public input and Council debate.

A. Goodhart highlighted a number of items in the Director's Report. Programming has been reduced significantly with the Peter J. Peters room being unavailable because of the renovations. Changes to the building are occurring daily.

a) Green & LEED Initiatives for 2009

A. Goodhart distributed a memo on the LEED Certification for the Library. She reviewed the background, analysis and recommendations. In addition, she provided a revised copy of the 2009 Project List with the Green Initiative

and LEED Certification included. A. Goodhart advised the Trustees that if the recommendations did not get approved at this meeting that the project would not be completed by the end of 2009 as specified in the November 18, 2008 Library Board motion.

A discussion ensued. It was suggested that approval of the recommendations could be done at this meeting and that the Green Committee could review the LEED certification initiatives and make a report at the next Board meeting.

Moved by: S. Parrott
Seconded by: R. Day

THAT the WVML Board authorizes the staff, with Green Committee input, to proceed with the projects that will further the Library's goal to achieve LEED EB certificate status outlined in the Memo dated March, 18, 2009.

CARRIED

Moved by: S. Parrott
Seconded by: S. Walker

THAT the WVML Board authorize the expenditure of the approximately \$60,000 in Patrick funds currently being held in trust by the District of West Vancouver to cover the costs of further studies, policy development and application for LEED certification as well as monitoring software.

CARRIED

8. Liaison Reports

a) Foundation

Nothing to report.

b) Council Update

S. Walker reported that Council is committed to protecting the Library's services. She does not expect too many cuts from the Library's proposed budget.

c) InterLINK

At the February InterLINK meeting, the Director presented a report which will be circulated to the Trustees in April (pink folder). S. Parrott also provided an update on the changes in the InterLINK Board as well as reported on some of their current initiatives.

9. Committee Reports

a) Advocacy

The Committee is working on the provincial All-Candidates meetings. The West Vancouver-Capilano meeting has been arranged for May 5 in Park Royal North and West Vancouver-Garibaldi is scheduled for May 7 at Gleneagles School. The Committee is now in the process of contacting the candidates. An update will be provided at the next Library Board meeting.

b) Infrastructure

S. Parrott reviewed the Committee's report which is included in the minutes. See Appendix A.

10. New Business

L. Henderson passed around a draft of the Olympic Library card design which has been sent to VANOC for approval. It is hoped the Olympic design will be a good marketing tool to encourage cardholders with out-dated numbers to trade them in for a new one as well as get more students to apply for a Library card. Board members complimented the design work of Gabriele Raasch on the card.

11. Public Questions

None

The Chair thanked all the Trustees in attendance for coming to the Board meeting to make up the quorum.

12. Date and Place of Next Meeting

Wednesday, April 15, 2009, Storyhouse

13. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

The meeting was adjourned at 8:53 p.m.

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

APPENDIX A

Infrastructure and Technology Committee

Technology Report (Draft) March 9 from Ted and Andrea

- Hardware
 - RFID December closure
 - installed 3rd staff assisted checkout with pay option
 - 2nd stand alone, in addition to the Youth station, installed in Circulation area
 - AMH running
 - Staff stations – antenna turned on & save barcode to tag
 - Inventory wand – not ready for release
 - Approximately \$7500 deducted from costs
 - Will have to pay this budget year
 - Essentially completed – just tweaking to get library system to talk to RFID
 - Security gate turned on Dec 12th when AMH went live
 - Future
 - Computer refreshing from district not going to happen this year with budget cuts and difficulties with VISTA
 - New computer center on reference floor – new cables/data lines to be installed
 - Contractor will do connections between switch room and the workstations
 - Money from current budget (\$3,000 – \$4,000) to upgrade the connection between the server room and basement switch room which will provide redundancy (backup)
 - Cable people and District IT staff involved
 - New switches
 - Decision CAT 6 or Fiber optics (best choice)
 - Request for Fire Suppression for server room – vote March 25th
- Software
 - Enhancements to software come with maintenance fee
 - Future
 - Update Solaris – Innovative Server
 - Monthly updates – can't be uploaded automatically because of Firewall
 - Friday night in April to update

- When move public PC's will add Office software suite
 - need licences - approximately \$40 each
- Innovative
 - Web Pack Pro installed last Tuesday
 - Works the same – slightly different look
 - Staff been testing before going live
 - RRS feeds
 - Will be adding books automatically from cataloging
 - Once installed call install 2007 Release
 - Hope will improve communication between Innovative and Tech Logic
- Training
 - Load Profile training in June - Andrea to attend
 - Facilitate downloading of records for audio books and E- books
 - Data bases
 - Periodicals
 - Public Library directors workshop (Innovative) - Ann to attend
 - 2 day workshop end of March
 - Talks about future & future trends
 - User group conference
 - Not this year
- Staff
 - IT staff integrated with district
 - Continuing on rotation basis
 - Jan. - office cleaned and moved down
 - Room already wired
 - Lot of IT staff time in December for AMH
 - One plus personnel
 - Now some staff time pulled for Rec. center – balances out