



WEST VANCOUVER MEMORIAL LIBRARY BOARD

MINUTES For the meeting of June 16, 2010 Welsh Hall East

Present: P. Tutsch [Chair], M. Bergen, M.J. Campbell, K. Farquharson, R. Foucault, H. Greenwood, A. Hamilton, T. Panz, F. Patterson, Z. Rahimi

Regrets: S. Parrott

Staff: A. Goodhart, L. Henderson, D. Hutchison Koep, L. Breen

1. Call to Order

The meeting was called to order at 7:14 p.m.

2. Approval of Agenda

Under item 8 Committee Reports, H. Greenwood requested the addition of e) HR Committee and under item 9 New Business, D. Hutchison Koep asked that c) HST Report be added.

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 May 19, 2010 be adopted.

CARRIED

4. Business Arising from Minutes

None

5. Correspondence

None

Before proceeding with the Director's Report, the Chair presented A. Goodhart with a retirement gift on behalf of the Trustees. He spoke of the symbolism in the gift's design and conveyed the Board's gratitude for all that she has accomplished over the years. M. Bergen read a poem she composed in honour of A. Goodhart's retirement.

A. Goodhart thanked the Trustees for the gift and accolades as well as for their dedicated service. She stated that her time at the WVML was a wonderful way to end her career and she has enjoyed working with a great Board and staff.

T. Panz arrived at the meeting at 7:20 p.m.

6. Report of the Director of Library Services

A. Goodhart informed the Board that she and the staff put together a report which recapped the 2006 – 2010 Strategic Plan accomplishments. The report was presented at the May 31 Council Meeting. Copies were distributed to the Trustees.

She also advised that the building currently has no air circulating because a speed drive has burned out in the HVAC system. The replacement will cost approximately \$8,000.00 and should be installed before the end of June.

With regards to the Director's Report, A. Goodhart highlighted the popularity of our Summer Reading Club and added that out-of-town patrons have also requested our Staff Picks.

P. Tutsch thanked A. Goodhart for her report.

7. Liaison Reports

a) Council Update

T. Panz reported on various activities in the District including the following:

- The Waterfront Strategy. She advised that more information can be found on the website.
- The Engineering Department is meeting with neighbourhood groups to talk about water rates.

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- An update on the Capilano River bridge replacement
- Lilith Fair concert in Ambleside on July 1.

The Chair thanked T. Panz for her report.

b) Foundation

P. Tutsch attended the Foundation meeting which was primarily about the Mallet Masters Croquet Tournament. Ross Penhall has donated a painting that he did specifically for the event. It will be in the live auction, but advance and absentee bids are being accepted as well.

A. Hamilton participated in a brainstorming session. The discussion was divided into two parts. In the first part, the group discussed ways to raise the Foundation's profile using various promotional vehicles, such as print and electronic media. In the second part, they discussed fundraising alternatives if the Foundation no longer hosted the Mallet Masters Croquet Tournament.

P. Tutsch thanked A. Hamilton for the report.

8. Committee Reports

a) Finance

The Financial Report for the five months ending May 31, 2010 was distributed to the Board. M. Bergen reviewed the revenue and expenses. She noted that the fine revenue is beginning to increase after a period of decline. The grant moneys will not be received until August. Overall, there are no concerns with the current status of the Library's finances. A. Goodhart and Deb Koep have started working on the 2011 Budget.

The Committee perused the Library's Statement of Financial Information (SOFI) which must be submitted to the province annually. The information is compiled by the District's Finance Department for the Library. M. Bergen and P. Tutsch approved the statement on behalf of the Board.

P. Tutsch thanked M. Bergen for her update.

b) Advocacy

At the first meeting of the Committee, the members discussed their mandate, adopted a guiding principle and established goals. A. Goodhart suggested that Michelle Sproule, Community Relations Librarian, and the new Director be invited to participate on the Committee. P. Tutsch added that a member of the Foundation should be included as well. M.J. Campbell suggested that the Committee meet with the Foundation's Chair and Vice-Chair as they have worked with marketing consultants and their input would be valuable.

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P. Tutsch also informed the Committee that the BCLTA and ALA websites have advocacy information which they may find useful.

c) Strategic Planning

A six question survey has been developed for non-library users. A volunteer group of Trustees and Foundation Directors will be surveying these people at three events, Canada Day, Harmony Arts and the Coho Festival. L. Breen will keep track of the volunteer schedule.

Once the data has been collected, the plan is to have Political Science students assist in the process of tabulating the results. This survey will provide the Board with information on why people don't use the Library.

The Deputy Director and senior staff have already prepared the in-house survey which will be carried out in the fall.

d) Lions Bay Ad Hoc Committee

A Lions Bay Councillor asked that a service agreement be considered between their community and our Library. An Ad Hoc Committee was struck to investigate the matter. It was concluded that an agreement would result in all the Lions Bay residents having to pay for the service through their taxes rather than only the people who use our Library paying a fee. A detailed report was included in the Board's e-package.

A question was raised as to why the \$50.00 fee paid by Lions Bay adult cardholders is less than the per capita rate paid by West Vancouver residents. A. Goodhart advised that the fee had been set by a previous Library Board. A change in the fee would need to be discussed with the other North Shore Boards as it is currently the standard charge amongst the three libraries. A. Goodhart will also speak to the North Vancouver Library Directors about this. The Committee Chair will follow up with A. Goodhart after her discussions with the other Directors.

e) HR Committee

H. Greenwood reported on the selection process for the new Director and advised the Trustees that Ms. Jenny Benedict has been offered the job and accepted the terms.

Moved by: H. Greenwood
Seconded by: P. Tutsch

THAT the Board of Trustees for the West Vancouver Memorial Library agrees to the hiring of Ms. Jenny Benedict to the position of Director of Library Services.

CARRIED

H. Greenwood further recommended that the District's Human Resources staff be recognized.

Moved by: H. Greenwood
Seconded by: T. Panz

THAT the Library Board Chair sends a letter of thanks to T.J. Schmaltz, Director of Human Resources and Payroll, for his assistance, and to commend Helen Johnston, Human Resources Advisor, for her outstanding services.

CARRIED

T. Panz commended the HR Committee for the tough job they had in choosing the Director. L. Henderson thanked them on behalf of the staff and D. Hutchison Koep acknowledged the difficult task the Committee had and thanked them as well.

F. Patterson and K. Farquharson left the meeting at 9:05 p.m.

9. New Business

a) Volunteers for Strategic Plan Survey

This topic was discussed under the Strategic Planning Committee Report.

b) Appointment of Interim Director

Since the new Director will not be starting work until August, A. Goodhart recommended that D. Hutchison Koep be appointed Interim Director until that time.

Moved by: H. Greenwood
Seconded by: A. Hamilton

THAT the WVML Board appoints D. Hutchison Koep as Interim Director between July 1 and August 16, 2010.

CARRIED

c) HST Report

D. Hutchison Koep distributed a report regarding the implications of the HST on the Library's budget. She proposed that the staff monitor the expenses and revenues until year-end and then make recommendation to the Board as appropriate.

P. Tutsch thanked D. Hutchison Koep for her report.

d) Community Day

L. Henderson informed the Trustees that the Library team won 2nd place in the Community Day parade. She circulated the certificate and ribbon. The Board acknowledged the creativity and initiative of the staff and thanked them for their parade participation.

10. Public Questions

None

11. Date and Place of Next Meeting

Wednesday, July 14, 2010, Welsh Hall East

12. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

The meeting was adjourned at 9:22 p.m.

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