



## WEST VANCOUVER MEMORIAL LIBRARY BOARD

### MINUTES For the meeting of May 19, 2010 Welsh Hall East

Present: P. Tutsch [Chair], M. Bergen, M.J. Campbell, H. Greenwood, A. Hamilton,  
T. Panz, S. Parrott, F. Patterson, Z. Rahimi

Regrets: K. Farquharson, R. Foucault

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

It was duly moved and seconded:

THAT the Minutes of the Library Board meeting held April 14, 2010 be adopted.

CARRIED

#### 4. Business Arising from Minutes

At the March Library Board meeting, D. Hutchison Koep made a presentation on the discovery layer concept for the library catalogue. A staff committee reviewed the various software available and decided that BiblioCommons offered the best product for the price. It is a Canadian company. In addition, BiblioCommons was

.../2

chosen by the province for their library technology development project and therefore most likely the software used by many of the other libraries in B.C. It is a good product as well.

A motion to approve the expense is not required because the cost is within the Technology budget.

5. Correspondence

None

6. Report of the Director of Library Services

a) Fees for Fax Service

As a result of patron requests, the Library will begin offering a fax service to the public in the Community Computing Centre. The CCC staff researched the service and compared prices with other businesses. They recommended that faxes to local numbers be \$1.00 and \$2.00 for long distance.

It was duly moved and seconded:

THAT the WVML Board approves the rates recommended by the staff for the public fax service.

CARRIED

b) Internet Access Cards

Many patrons that use the Library's computers on a regular basis do not have a permanent address, such as long term visitors and the homeless. Staff are therefore having to continually issue guest cards to these individuals. They recommended that an internet access only card be created with no borrowing capability.

An amendment to the Library Board's Policy regarding User Regulations was distributed to the Trustees to peruse.

It was duly moved and seconded:

THAT the WVML Board accepts the recommended policy change on the Internet Access Only library cards and add the recommended wording to the Library Policy Section 4.1.

CARRIED

.../3

With regards to the Director's Report, A. Goodhart highlighted the Kindle lending program which will be launched this summer.

P. Tutsch asked that the list of accomplishments referred to in the Challenges section of the Report be presented at the May 31 Council meeting. T. Panz agreed that this would be a good opportunity for the Library to promote itself.

P. Tutsch thanked A. Goodhart for her Report.

## 7. Liaison Reports

### a) Council Update

T. Panz reported the following:

- On May 3 the Housing Project Working Group presented their final report.
- A report was provided to Council on the District's pilot project to pick up garden and food scraps curbside from 500 homes.
- Council was updated on the status of the Endowment Funds and the Capital Reserve.
- The Youth Council meeting was on May 10.
- On May 27 there will be a Waterfront Plan Open House in the Community Centre Atrium.
- A plaque will be unveiled commemorating the Lions Gate Bridge as a national historic monument on Sunday, May 23.

### b) Foundation

A. Hamilton reported that the Foundation recently completed their mail drop to all the homes in West Vancouver. The Trustees provided feedback on the packaging of the mail drop material. A. Hamilton asked that if there were any additional comments, to please e-mail her.

The Mallet Masters Croquet Tournament is almost sold out. A. Hamilton distributed the team registration and donation forms to the Trustees.

P. Tutsch thanked A. Hamilton for the report.

### c) Harmony Arts

H. Greenwood advised the Trustees that the Harmony Arts Committee meets on the last Wednesday of the month. There have been numerous discussions about how to improve the funding of the festival. At the April meeting, an update was provided on the line up of artists. There will also be a wine bar this year. Festival details can be found on the website [harmonyarts.net](http://harmonyarts.net)

P. Tutsch thanked H. Greenwood for his report.

## 8. Committee Reports

### a) Advocacy

A. Hamilton reported on behalf of K. Farquharson, who was unable to attend the Board meeting. The Committee discussed the meaning of advocacy for the Library and set objectives. The Chair asked A. Hamilton to follow up with K. Farquharson on whether there was a written report that could be distributed to the Trustees.

### b) Strategic Planning

There have been two Strategic Planning meetings. The first meeting was with the Board representatives, P. Tutsch, H. Greenwood, M. Bergen and M.J. Campbell. The second one included the four Library Trustees, two members of the Friends of the Library, two Foundation Directors, Councillor T. Panz and Deputy Director D. Hutchison Koep. The Working Group will meet weekly throughout June. There will be no meetings in July or August. Work will continue in September through to December. There will be no focus groups, the Working Group will use the information already compiled by the District. The staff will again be doing White Papers.

The Working Group is meeting again on May 19 to review the process as well as the user and non-user surveys questions. The plan is to have a questionnaire prepared by July. The Trustees will then take these forms to Canada Day and the Harmony Arts and Coho Festivals to survey the non-users. It is also a good opportunity to advocate for the Library. The Working Group decided to hire an outside service to tally the information and write the report. Consideration is being given to having SFU students do this as a student project under the guidance of their professor.

An in-house survey will be conducted by the Library staff at a later date.

### c) Infrastructure/ Greening

At the April Library Board meeting the Infrastructure/ Greening Committee was assigned the task of reviewing the policy regarding the use of the Rental moneys as well as the funds from the Foundation and Friends of the Library. Two Foundation Directors were also invited to participate in the discussion. F. Patterson reviewed the report prepared by R. Foucault who was not able to attend the Board meeting. The Committee concluded that the funding of enhancements to the Library is an appropriate use of the money and is covered by the policy.

.../5

A discussion ensued amongst the Trustees. It was suggested that the definition of enhancement be re-visited after the Strategic Plan is completed and the new Budget is approved.

The Chair thanked F. Patterson, R. Foucault, A. Hamilton and T. Panz for their work on the Committee.

Moved by: F. Patterson  
Seconded by: A. Hamilton

THAT the WVML Board approves the funds from the Coffee Shop rent to purchase the new chairs for the West Wing.

CARRIED

## 9. New Business

### a) Joint Meeting of the North Shore Library Boards

The meeting of the North Shore Library Boards has now been scheduled for Thursday, October 21 at North Vancouver City Library. A. Goodhart suggested that the Trustees may want to re-schedule the October 20 Board meeting since the joint meeting is the day after.

The Chief Librarians have suggested the Trustees discuss SITKA, software that helps libraries manage, catalog, and circulate materials, and its ramifications. A number of Board members have also requested a tour of the City library.

### b) Community Day Parade

The Community Day parade is Saturday, June 5 and the Library is being represented by an enthusiastic group of employees. Margot Bower from the Circulation Department has organized a book cart drill team. Margot has also invited the Board members to walk in the parade with them. If any of the Trustees are interested in doing this, please let L. Henderson know.

## 10. Public Questions

None

## 11. Date and Place of Next Meeting

Wednesday, June 16, 2010, Welsh Hall East

## 12. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

The meeting was adjourned at 8:55 p.m.

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