

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, October 1, 2014

Present: Peter Kafka, Chair
Simon Tang, Vice Chair
Mark Bostwick
Kash Chahal
Diane Cousar
Susan Koch
Robin Leung
Pat Watson

Greg Buss, Chief Librarian and Secretary to the Board
Susan Walters, Deputy Chief Librarian

Regrets: Councillor Linda Barnes

ACTION

1. Call to Order
The meeting was called to order at 5:30pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of items 10(c), 10(d)(i), 12(c) and 13 on table.

.....CARRIED

EDUCATION SESSION

3. (a) An outline of educational session topics was included for information.
- (b) Greg introduced Bob McGall, our Business Operations Analyst. Bob described his background and experience and spoke to highlights of the Risk Management report.
- There will be an annual review of risk management and further reports on an as-needed basis.

The Board noted that we can't anticipate everything. Most emergency situations include some things beyond a plan. The Board suggested connection with City emergency services and volunteers. The Board asked for separation of certainties from uncertainties and making risks more specific, less general, at least for the top priority risks. Include feedback from staff, who will have different perspectives concerning their clientele, and think of other risks (e.g.: bedbugs). Include timelines for key actions and add to the work plan.

STAFF:
respond to these directions in the next Risk Management report.

BUSINESS SECTION

4. Approval of Minutes

MOVED: That the minutes of the regular meeting of July 30, 2014 be approved as presented.

TANG/LEUNG.....CARRIED

ACTION5. Business Arising

None

6. Correspondence

None

COMMUNITY7. Report from Councillor Barnes

None.

8. Report from the Friends of the Library

Alison Cormack reported that the Friends raised \$625 at the last mini sale and are in the final preparation for this weekend's Whale of a Sale, where 800 boxes of books will be sold. They are preparing for a mini sale in early December.

The Friends' Annual General Meeting will take place on Saturday, November 29th.

9. Customer Comment Forms

Peter noted that the customer comment forms were on table for review.

Summary of Comments

(a) A summary of comments was included for information.

STAFF:
Provide
Friends with
our wish list.

BOARD10. Items for Decision/Discussion

(a) Long Range and Strategic Planning Update

- i. Status Report #20 was included for information.
- ii. The minutes of the General Purposes Committee held September 2, 2014 were included. Greg noted that a major milestone was reached when our Strategic Plan 2014-18 was received by City Council.
- iii. Greg noted that Strategic Directions is a list of board objectives from the Strategic Plan 2014-18 as well as those coming out of his performance appraisal. Over the next four years we will carry out a wide variety of actions to achieve our goals and this document describes the 26 categories we will use for reporting. We are developing the work plan from these Strategic Directions.

Peter asked the Board for feedback on reporting, including level of detail and how often. The Board noted the Status Reports used for the IBI Group project were good, and that current reporting generally meets their needs. They suggested updates at every meeting or regularly on the Board's Blog, with a report in more detail either quarterly or at a Board meeting where the agenda is not heavy. The Board asked that reports include what doesn't work also.

Greg noted that staff work groups will report also, as part of Board meeting and Board education sessions, to get a broader service point view.

- iv. A Work Plan update was included for information.

(b) 2015 Trustee Appointments

- i. A schedule of dates was included for information.

ACTION

- ii. The current Board membership list was included for information.
 - iii. The Trustee Recruitment Policy was included for information.
 - iv. The Board reviewed Trustee Competencies for gaps. Pat Watson leaves the Board this year. The Board noted legal expertise and public service as two areas to watch for.
 - v. Greg noted that the Recruitment Committee were comprised of Simon and Mark.
 - vi. The 2015 recruitment package was included for information.
- (c) Greg noted this budget was submitted to the City by their deadline of August 29, 2014. City staff presents to Council later this year. Revenues continue to decline and revenue forecasting was done realistically. Most expenditures increases were in salaries and fringe benefits, and the Ironwood lease, both which are not in our control. Where possible, a decrease in revenue was matched by a decrease in expenditures.

Greg noted this is a tough budget as we cut many expenditures and tried to be as realistic as possible projecting revenues. As the year progresses we will monitor revenues closely and limit expenditures as necessary. We are working hard on the refocused traditional library services and hope to see the decline in circulation slow down.

Two additional level requests were included, for digital collection and proof-of-concept services.

MOVED: That the submitted 2015 Operating Budget be approved as presented.

KOCH/LEUNG.....CARRIED

- (d) A letter from the Steveston Community Society to Parks, Recreation and Cultural Services Committee was included. An excerpt of the minutes of the PRCS Committee meeting of September 24, 2014 was presented on table. City staff will review short-term options for relocating Steveston Branch and bring back to Council in six months. Greg noted the recent ONNI development exercise clearly established we are looking for a minimum of 12,000 square feet for relocation, giving the Steveston community a library similar in size to the Ironwood Branch.

Greg suggested that the Boards (or at least the Chairs) of Steveston Community Society and Library meet, as their interests align.

INTERLINK11. InterLINK Report

- a) A letter dated July 9, 2014 regarding the resource sharing payment was included.
- b) A letter dated August 11, 2014 to acknowledge the payment was included.

Mark Bostwick reported he attended the InterLINK Board meeting on September 30th. Mark reported on four issues InterLINK is pursuing:

- i. A request for proposal to examine a leadership development program.
- ii. InterLINK were satisfied with this years' Teen Summer Reading Program and approved spending \$11,000 annually.

- iii. They noted continued growth of municipal libraries and Surrey Public Library requesting expansion in the Clinton Heights area.
- iv. A report on the Inter Library Loan system was significant and Mark asked that it be included in the next package for full Board review.

ACTION

STAFF:
Include report
in October 29
package.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION**12. British Columbia Library Trustees Association Report**

- a) No report.
- b) The September 2014 bulletin was attached and posted on the Board Blog.
- c) Strategies and activities regarding keeping libraries front and centre in the upcoming municipal election were provided on table.

STAFF: Post
October
bulletin on
Board Blog.

STAFF OPERATIONS**13. Chief Librarian's Verbal Report**

Greg discussed the Public Library InterLINK statistics on circulation presented on table. These statistics show that the vast majority of public libraries are experiencing a decrease in circulation. The Board discussed circulation as a metric. Other statistics are important too and are to be considered in our strategy to improve metrics. Statistics on per capita circulation were reviewed as well. Almost all public libraries have seen a decline in this metric as well. Greg indicated this gives some context to our performance.

14. Program Reports

- (a) Lee Anne Smith spoke to her report on large and special event programming. The Board asked which events were the biggest successes and what did we learn? Lee Anne indicated that Culture Days was not successful in generating significant gate count for us. Estate planning and living wills were very popular topics. Lee Anne will provide a summary in January for the year 2014.
- (b) Shelley Civkin's report on the Shofar Making Demonstration was included for information.
- (c) Melanie Au reported that summer programming focussed on fewer programs but more variety, increasing parent/caregiver engagement and surveying participants and gathering statistics.
- (d) Melanie Au reported that the library supported families during the school strike in two ways: increased academic services and better collection of study books. Our study books are all out, which is a clear indication of the community's need.

15. Project Reports

- (a) Susan Walters reported on The Launchpad and the Innovator-in-Residence, which launched in August. The Launchpad is popular, with positive community feedback and appreciation for the opportunity to interact with various technologies in person. The Innovator-in-Residence will present on the program at the next Board meeting.

ITEMS FOR INFORMATION

- 16. Peter reminded the Board of the upcoming Civic Appreciation event on October 7th and encouraged all Board to attend.

ACTION

- 17. An invitation to the Richmond Chinese Society Silver Jubilee 2014 Community Awards event on Saturday, October 25 was included. Tickets will be provided for any Board and guest available to attend. Peter and Robin confirmed. Any further Board interested in attending were asked to contact Greg.
- 18. A link to the most recent edition of *Feliciter* will be posted on the Board Blog when available.
- 19. The Board Calendar and Work Plan were provided for information

OTHER BUSINESS

None.

NEXT MEETING

A special meeting is scheduled for **Wednesday, October 15, 2014 at 5:30 p.m.**

The next Board meeting is scheduled on **Wednesday, October 29, 2014 at 5:30 p.m.**

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:30 p.m.

CHAIR _____

CHIEF LIBRARIAN _____

The image shows two handwritten signatures in black ink. The first signature is written over a horizontal line and appears to be 'S. Jones'. The second signature is written over another horizontal line and appears to be 'Greg Turner'. The signatures are cursive and somewhat stylized.