

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, April 29, 2015

Present: Simon Tang, Chair
Susan Koch, Vice Chair
Chak Au, Council Liaison (left at 6:50)
Mark Bostwick
Kash Chahal
Traci Corr
Diane Cousar

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

Regrets: Peter Kafka
Robin Leung

Guests: Ms. C. J. James, Partner, KPMG LLP
Ms. Aanu Adeleye, Senior Manager, Audit, KPMG

ACTION

1. Call to Order

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

2. Approval of Agenda

MOVED: That the agenda be approved with the addition of 3(e) on table.

BOSTWICK/COUSAR.....CARRIED

3. Presentation of Financial Statements

Greg introduced Ms. C. J. James and Ms. Aanu Adeleye of KPMG to present the 2014 Financial Statements and answer questions.

- (a) C. J. James began by noting that the audit resulted in an unqualified audit opinion, the best audit opinion possible. C. J. then presented the draft Financial Statements for the year ended December 2014. She noted that Page 1, Statement of Financial Position is consistent with the previous year. Non-financial assets decreased as we purchased new books but depreciation was higher. She noted that Page 2, Statement of Operations shows that revenue decreased, due to a significant donation in the previous year that was not repeated. The increase in expenses is mostly due to contractual obligations. Notes beginning on Page 5 are consistent with previous years.
- (b) Aanu Adeleye presented the Audit Findings Letter and reiterated that the audit opinion is good. Page 4 confirms KPMG's independence.
- (c) The Management Representation Letter requires signature by Andrew Nazareth and Greg Buss and will be provided to KPMG after this meeting.

ACTION

- (d) Aanu presented the Management Letter which identifies a performance improvement opportunity brought to Management's attention. During the audit they found one instance where a daily cash reconciliation review did not take place.

The Board commented that Note 6, Post-employment benefits is the biggest risk and asked if KPMG could explain the Mercer valuation. C. J. noted that Mercer are actuaries who calculate the liability. The auditors check that the firm is competent and sample data is audited. When they are satisfied, they add the actuaries' report to the audited statements. Mercer is engaged by the City of Richmond and the data comes from the City, based on staff birthdates. KPMG is satisfied that the Mercer valuation was competently prepared.

C. J. noted that the Municipal Pension Plan is a multi-employer pension plan treated as deferred contribution. As multiple employers are involved, the library's liability is estimated.

The Board asked if KPMG could explain the difference between Note 6 which describes post-employment benefits and Note 11 which describes retirement benefits.

Post-employment benefits relate to the things a library employee could draw down prior to actual retirement, such as:

- full vacation in the year of retirement
- retirement pay as defined in the contract, which depends on years of service and can be up to 22 days' pay, and
- unused vacation from previous years if deferred to the employee's early retirement bank.

- (e) Greg referred to the draft report to City Council Finance Committee presented on table and asked if the Board had questions.

The Board asked if the decline in non-financial assets could be explained. Greg noted that for amortization purposes some books are valued over 4 years and some over 20 years. In recent years we have discarded more materials than in the past and are buying a greater amount of digital materials. Some digital materials are purchased by subscription and considered an operating expense, while some digital materials are purchased and are a capital expense.

The Board discussed subscription vs owning digital resources. Neither model is better, as each has pros and cons. Greg noted that we recently cancelled Freegal, a subscription music service and replaced it with Hoopla, which is a service that better serves our customers needs. We would not have been able to do that as easily if we had owned the music.

The Board asked for an explanation of why salaries were under budget. Greg reported that not all positions are filled 100% of the time.

MOVED: That the Richmond Public Library Board approve the 2014 Financial Statements as presented and staff be directed to complete the report to City Council Finance Committee.

CORR/KOCH.....CARRIED

Greg thanked C. J. James and Aanu Adeleye, who left the meeting at 6:00.

ACTION

EDUCATION SESSION

4. (a) An outline of educational session topics was included for information.

There was no education session scheduled as staff have been fully engaged in preparing and training for the Sierra migration.

BUSINESS SECTION

5. Approval of Minutes

- (a) MOVED: That the minutes of the regular meeting of April 1, 2015 be approved as presented.

BOSTWICK/COUSAR.....CARRIED

6. Business Arising

Items deferred from the April 1, 2015 meeting:

- (a) A report from Lee Anne Smith regarding 2015 City Capital Projects was included.
- (b) A report from Wendy Jang regarding the 2014 Activity Report to the Richmond Chinese School Foundation was included. The Foundation dissolved, but members of the group are still interested in supporting the library. The Board asked when the group last visited the Special Collection on Chinese Culture. Wendy reported they were invited to a tour last year, after the room had been renovated. The room is used for programming and much of the popular Dr. Lee Collection circulates well, but the Special Collection on Chinese Culture does not circulate as it includes rare and valuable works suitable for scholars, researchers, students, study groups, but in a non-borrowing capacity. Making the special collection available for use is a long-term project. Wendy is working with the larger community to find knowledgeable volunteers to support the collection.
- (c) A report from Shelley Civkin titled the 2014 Provincial Library Grants Report to Libraries and Literacy was included.
- (d) Greg provided a brief update on Steveston Branch short term options. City emphasis is now on planning for the broader Steveston Community Centre facility, including a library.

Chak noted that Council feels that the ONNI site would have been a short term solution and that looking at long term development is the best solution for growth in the community. Council decided not to be restricted by the ONNI site. Council anticipates a staff report on broader facilities by year end.

7. Correspondence

- (a) A letter dated March 31, 2015 from the Ministry of Education, Libraries Branch informing the library of a series of grants was included.
- (b) The full package including library grant allocations to all BC libraries was enclosed. Greg noted he provided the full package for the Board in light of the Council referral because it is helpful for the Board to see what the Ministry is spending on all libraries across BC. It is important that the Board be aware of what the Ministry does for libraries and to continue to advocate for their support.

COMMUNITY8. Report from Councillor Au

Councillor Au reported that Council is committed to supporting the library.

9. Report from the Friends of the Library

Alison Cormack reported that the Friends raised \$13,554 at the recent sale at Thompson Community Centre. Over 800 boxes of books were sold.

Alison noted that the Friends lost a long-time member Joseph Siqueira, who will be missed. See item 21 for more information about Joe.

10. Customer Comment Forms

A summary of comments was included for information.

BOARD11. Items for Decision/Discussion

(a) City Council Referral Report on Revenues and Expenditures: Summary of April 1, 2015 Board Discussion and Further Analysis

The report originated from Council during discussion of 2015 budget. Council also expressed interest in loan policies.

Page 1-3 of the report summarizes the Board's discussion of staff recommendations relating to the Council referral report and their decisions on priorities.

Page 4 summarizes fines and staff recommended changes.

Page 5 summarizes loan and renewal periods and staff recommended changes.

Page 6 summarizes budget line items and staff recommendations. After discussion, the Board supported the staff recommendations, which are not detrimental to service or use of the buildings. Greg noted that staff are also exploring collaboration with City IT for services and purchasing.

Page 7 summarizes the potential savings of closing Cambie, Ironwood and/or Steveston for one day per week. The Board noted that Richmond Public Library has been open 7 days per week for decades, where other library systems have not. We are noted for our service. This option was presented so the Board can consider all possibilities including service cuts.

Page 8 summarizes shortened hours at Cambie, Ironwood and/or Steveston. The Board noted that customers want a clean safe and open space and this demand is increasing.

Page 9 summarizes cancelling the Hamilton Outreach service.

Page 10 summarizes closing Cambie branch, which would impact a community that strongly advocated for library service.

Greg noted that there are no easy or obvious areas in which to make significant savings. The options presented show the Board and Council what is possible.

(Councillor Au left at 6:50 p.m.)

Page 11 summarizes grants received.

ACTION

Page 12 summarizes donations received.

Greg noted that the migration to Sierra ILS will see us implementing the new system with the old policies in June followed by a public education / promotion period before making changes.

The Board asked when the report would be presented to Council. Greg reported that he would contact city staff to submit the report to the Finance Committee.

(b) Board Social:

Simon confirmed the social event will take place on June 11 at Peter Kafka's home.

STAFF: send
RSVP email
and map.

INTERLINK

12. InterLINK Report

- a) A summary of the February 24, 2015 InterLINK Board meeting was included.

Mark reported that the next meeting is May 9.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION

13. British Columbia Library Trustees Association Report

- a) No report.

STAFF OPERATIONS

14. Chief Librarian's Verbal Report

Greg reported he is a member of Canadian Urban Libraries Council (CULC)'s advisory committee for their leadership program. Susan Walters is a participant in the program, which is associated with the University of Toronto.

A future education session will provide details of the leadership program.

15. Program Reports

- (a) Lee Anne Smith's report on large and special event programming was included. The Board asked about the decline in TED attendance. Lee Anne confirmed that restrictions on promotion and less well known speakers had an impact. The library has access to the talks for 6 months for streaming in-house and will promote the availability.
- (b) Shelley Civkin's report on the Passover Matzo Making program was included.
- (c) Melanie Au's report on Spring Break programming was included.

16. Project Reports

- (a) Kat Lucas' April report on Sierra Migration was included. Mark reported that we are well into stage 4 and on track for go-live on June 23rd.
- (b) Kat Lucas' Sierra staff training report was included. The issues identified in the 2014 staff survey will be addressed as an integral part of this project. Susan reported that training will be going on well into the fall.
- (c) Susan Walters' BC Library Conference report was included. The library will host events and expect impromptu visitors. Susan, Kat and Theresa de Sousa are presenting on Create & Learn. Susan reported that Kate Adams has assumed responsibility as BC Summer Reading Club (SRC) Committee chair for the next two

years. The SRC is sponsored by the BC Library Association, BC public libraries and supported by Ministry of Education, Libraries Branch and the RBC Foundation.

(d) Bob McGall's quarterly financial report for the period January 1 to March 31, 2015 was included.

ACTION

ITEMS FOR INFORMATION

- 17. A letter of intent submission to the Richmond Community Foundation's Jump Start Grant was included.
- 18. An invitation to attend a special event on Tuesday, May 5th at Brighthouse including a welcome by the Royal Thai Consul General was included. City council members and members of the community will attend also.
- 19. A link to the electronic edition of *Felicitier* Vol. 60 No.6 (December 2014) was recently posted on the Board Blog. Links to future editions will be posted when available.
- 20. The Board Calendar and Work Plan were provided for information.
- 21. An obituary for Joseph Siqueira, the first Chief Librarian of the Richmond Public Library was included. Greg reported that he worked with Joe for six years and Joe was instrumental in the success we enjoy today. A memorial is on our website. Greg suggested that the Board recognize Joe with a collection and will have suggestions in a future meeting.

STAFF:
develop suggestions for the Joseph Siqueira memorial collection.

OTHER BUSINESS

NEXT MEETING

The next Board meeting is scheduled on **Wednesday, May 27, 2015 at 5:30 p.m.**

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:45 p.m.

CHAIR



CHIEF LIBRARIAN

