

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, April 29, 2009

Present: Lyn Greenhill, Chair
Arlene Yoshikawa, Vice Chair
Linda Barnes, Councillor
Albert Beh
Mark Bostwick
Dulce Cuenca
Peter Kafka
Pat Watson
Leslie Wilson

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Ariel Yeh, Leadership Richmond Youth Now volunteer

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:05 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of item 12(a) on table.

BOSTWICK/WATSON.....CARRIED

3. Approval of Minutes of February 25, 2009

a) MOVED: That the minutes of the Regular Board Meeting of March 25, 2009 be approved as presented.

BEH/KAFKA.....CARRIED

4. Business Arising

None.

5. Correspondence

(a) A letter dated March 27, 2009 from Richmond Chinese Community Society inviting us to participate in the Karaoke Fundraising Dinner and Dance on

Sunday May 31, 2009 was included for information. The Board indicated that no members would attend this year.

- (b) A letter dated March 31, 2009 from the Richmond Community Foundation was included for information. The Board will send a reply thanking the Foundation for their presentation and asking for their Annual Report when it is available.

MOVED: That the correspondence be received.

WILSON/CUENCA.....CARRIED

COMMUNITY

6. Report from Councillor Barnes

Councillor Barnes reported that the Trustee Orientation Program at the BCLA/BCLTA Conference was very good and briefly updated the Board on City Council activities.

7. Friends of the Library

Laria McKee reported that donations have dropped off since the Reading Tree bins have appeared in several locations in the community. Friends are looking for alternate drop off points within the community to make collection easier. Shaneena Rahman confirmed that donations can be accepted at any branch. Laria will explore cooperation with Reading Tree.

The Friends will have a table at Multifest and Canada Day Celebrations and the next sales are planned for September 26th and October 17/18.

8. InterLINK Report

- (a) A summary of the March 31st meeting was included for information. Lesley reported that a summary will be prepared after each meeting.

9. British Columbia Library Trustees Association Report

- (a) An email dated April 12, 2009 re: Public Library Infrastructure Study was included for information. Arlene reported that this is a work in progress and that a survey will come soon.
- (b) An email dated April 12, 2009 re: TILMA Update was included for information. Greg reported that TILMA doesn't impact the library as major purchases already go through the City of Richmond, who are required to follow TILMA rules.
- (c) Arlene reported that the BCLTA AGM Special Resolutions passed regarding proxy voting, changes to quorum and rate increases, and the budget was approved.

- (d) Arlene provided a brief update to Library 2020 collaboration across library sectors. Discussions are underway between BCLA, BCLTA and ABCPLD. More information will come.
- (e) An email regarding Web Junction was discussed.
- (f) An email regarding Election Strategy was discussed.

10. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments is included in the Board package for information.

BOARD

11. Hamilton Community

A copy of the online Residents Survey was included for information. Greg indicated he had will forward the results of the survey when available.

12. Activities

- (a) Lyn attended the Health Literacy Launch on April 3rd. Dace's report was provided on table for information. Staff are being trained on how to respond to customer requests for information. Richmond is the pilot city for this project and when success is measured the project will be launched in other communities. The Board thanked Dace for her work on this project. A letter of commendation will follow.
- (b) BCLA/BCLTA Conference April 16 to 18
 - (i) Lyn's report on the Conference was included for information. Lyn thanked the Board for their support in sending her to this conference.
 - (ii) Pat also thanked the Board for sending her to the conference and was proud to represent Richmond Public Library and proud to attend the award ceremony at which Greg was recognized for his achievements.
 - (iii) Arlene attended the BCLTA conference sessions and noted that next year's conference will be in Penticton, 2011 will be in Victoria.
- (c) Greg will arrange site visits for our newest trustees, Peter and Linda.
- (d) The Board social event last Friday was a pleasant evening for Board, their guests and senior library staff. Lyn thanked everyone who attended.
- (e) Ariel Yeh's graduation from the Leadership Institute - Youth Now program was attended by Lyn and Pat and a certificate of Leadership Mentorship received by the library. The Board discussed the program and will take part in 2009/10 as a mentor board, but will request project work that is relevant to our board.
- (f) The calendar and work plan were included for information. Fund Development Committee was discussed and will meet once the Richmond

Foundation annual report is received. The Policy Committee will meet once before summer to discuss privacy policy, with a fall meeting to follow.

13. Governance
 - (a) The 2009 Board Manual was provided on table.

STAFF OPERATIONS

14. Monthly Statistics

Monthly statistics were included for information.

March 2009 was the busiest month ever. Changes made to the power walls and collections are having an effect. Pat asked if stats for holds were available and Charlotte Welter will work on developing a relevant measure as this service is labour intensive and high cost. Greg reported that we are now reviewing the threshold for holds also as the current limit of 10 may not be sufficient for many users.

15. Filipiniana Collection Launch

A memo from Wendy Jang regarding postponement of the launch date was included for information. Launch has been postponed as we don't have sufficient collection and is being rescheduled to sometime in July. Wendy noted that the purchases from the Philippines are good quality items selected by a librarian in Ateneo University and we are eagerly awaiting their arrival.

16. Career Smart Job Fair

A memo from Wendy Jang regarding the successful Job Fair event on April 15th was included for information. Another event is scheduled for September 24th.

17. Nomination for 2009 BCLA Helen Gordon Steward Award

The nomination package prepared by Shelley Civkin was included for information. The Board congratulated Greg on achieving this award.

Greg indicated that the ALA Library of the Year award would be a crowning achievement for Richmond Public Library.

18. O-Zone Celebrations Update

Planning for the O-Zone continues. We are working on confirming capacity limits and emergency plans and clarifying resources so we can clarify programming.

19. Food for Fines

A memo from Susan Walters proposing a Food for Fines program in the last week of June was included for information. The program will remove obstructions to users by waiving up to \$10 of fines and/or amnesty when returning lost or overdue items in exchange for canned goods for the Richmond Food Bank. This will be a positive experience for front line staff who normally have to collect fines. Advertising will be close to the event and may include Canstruction displays and options such as paying someone else's fine. There will be some lost revenue, but the positive impact is considered greater.

The Board asked for the total amount due, which is difficult to assess at any given time but we collect approximately \$250,000 per year. Greg described fines as not a revenue source but a method to get material back.

The Board requested an accounting of the fines waived during the program and supported an amnesty of this nature that supports our community.

20. Other Business

Greg referred the Board to two articles of note in their information package. Trevor Lai, the local artist/writer who designed the Ralphy card was nominated for a Richmond Arts award and Janet Clark, a long service Friend of the Library was profiled in the Richmond Review to promote the upcoming book sale.

Greg also noted that in response to the recent swine flu outbreak the library has provided more opportunities to wash and sanitize hands, protective equipment was made available to staff and that staff not feeling well are encouraged to stay home.

22. Date of Next meeting

The next meeting is **Wednesday, May 27, 2009 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 8:45 p.m.

VICE-CHAIR Al Yoshikawa

CHIEF LIBRARIAN Greg Turner