

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, March 31, 2010

Present: Arlene Yoshikawa, Chair
Pat Watson, Vice Chair
Mark Bostwick
Dulce Cuenca (arrived 7:10)
Lyn Greenhill
Peter Kafka
Sanjiv Khangura
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Councillor Linda Barnes

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of items 6(a), 6(b), 12(e) and 12(f) on table.

KAFKAWATSON.....CARRIED

3. Approval of Minutes of November 25, 2009

MOVED: That the minutes of the Regular Meeting of January 27, 2010 be approved as presented.

KHANGURA/GREENHILL.....CARRIED

MOVED: That the minutes of the Closed Meeting of January 27, 2010 be approved as presented.

GREENHILL/WATSON.....CARRIED

4. Business Arising

(a) A report of outstanding items to be brought forward was included for information.

5. Freedom To Read

Susan Walters presented the past year's challenged material and discussed how the library upholds the right to choose what material to read, view or listen to. Removal from our collection is rare, as staff consistently weed old and unused material. One challenged item was removed as the committee agreed it should not be kept in our collection any longer. The other challenged item remains in the collection but was moved to the Brighthouse Branch, where specialized librarians offer readers advisory services for teens and children.

6. Correspondence

- (a) A letter from Mayor Brodie dated March 24, 2010 thanking the library for hosting the International Living Room was provided on table for information.
- (b) A letter dated March 31, 2010 to Mayor Brodie was provided on table for information.
- (c) A thank you card from Linda Reid was circulated on table for information.

MOVED: That the correspondence be received.

BOSTWICK/TANG.....CARRIED

COMMUNITY7. Report from Councillor Barnes

No report

8. Friends of the Library

No report.

9. InterLINK Report

- (a) A summary of January 26, 2010 Board Meeting was included for information.
- (b) A letter dated January 28, 2010 re: appointment of trustee liaisons was included for information.

Mark reported that at the January 26th meeting funding for the BCLTA Trustee Orientation Program (TOP) was discussed. Three options were 1. each library pays for their own trustee, 2. InterLINK was requested by BCLTA to subsidize up to \$5,000 in 2010 and 3. Encourage member libraries to assist others in kind. Mark reported that option 3 was carried.

10. British Columbia Library Trustees Association Report

(a) An email dated March 9, 2010 re: Chairing the Board Workshop on April 17th was included for information.

Arlene noted that she would like to attend this session. The Board discussed smaller cost, time sensitive training events like this one-day workshop and the role of Board in approving attendance for budget funded events.

MOVED: That the Board authorized Library Administration to register Board members in one-day sessions up to \$300 without further approval required.

KAFKA/BOSTWICK.....CARRIED

(b) Notes of the meeting with Minister MacDiarmid on March 12, 2010 were included for information.

(c) An email dated March 24, 2010 re: Voting at the BCLTA AGM was included for information. Arlene reported that information on the nominations is available on www.bclta.org.

11. Customer Comment Forms

Arlene 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**12. Activities**

(a) This years Richmond Chinese Community Society dinner for Year of the Tiger was attended by Arlene, Pat, Peter, Simon, Lyn and Dulce. A good time was had by all.

(b) A signed Richmond Community Foundation Permanent Agency Endowment Fund and tax receipt were included for information.

(c) The package presented to Richmond Chinese School Foundation was included for information. They indicate they would make a decision in April regarding allocation of their fund. Lyn thanked Wendy Jang for her participation in preparation and the presentation. Pat suggested that this information be added to our website.

(d) Simon and Sanjiv attended the March 20th Trustee Orientation Program. Both noted that face-to-face meeting with other trustees was helpful, as was attendance by Jacqueline van Dyk from Public Library Services Branch.

(e) Lyn Greenhill's report of the Public Library Association conference in Portland, Oregon was provided on table for information. Lyn thanked the

Board for sending her to this conference, and brought a selection of free books collected at the conference for Board and staff to enjoy.

- (f) New dates for the Leadership Focussed Governance session were provided on table for information. Dulce, Pat, Sanjiv and Simon plan to attend.
- (g) Branch tours for new trustees will be scheduled soon. Other trustees are welcome to join the tour.
- (h) Possible dates for the annual Board Social were discussed. A date will be finalized as soon as possible.
- (i) The latest issue of the *Feliciter* was enclosed for information.
- (j) The calendar and work plan were included for information. Greg reminded the Board that the Canadian Library Association conference takes place in Edmonton June 2-5, 2010.

MOVED: That the Board authorized sending one Trustee to the CLA Conference, if anyone is available.

WATSON/KAFKA.....CARRIED

13. Governance

- (a) Appointment to Committees was postponed. Peter requested that Library Administration draft terms of reference for Fund Development and Policy committees. The last minutes of Fund Development and Policy committees will be distributed along with the terms of reference for board discussion prior to holding a strategic planning meeting.
- (b) The Board discussed three items from the 2009 Self Evaluation survey where there were multiple responses in the 'unsure' or 'disagree' categories.
 - (i) Section A, question II.C "The Board is satisfied that planning for management succession is occurring."
Recommendations:
 - i. That the word 'unsure' on survey be changed to 'don't know'.
 - ii. That review of management succession be added to the closed meeting agenda as part of the annual Chief Librarian's performance review.
 - (ii) Section A, question III.A "The Board monitors its progress towards its goals, and revises and alters its direction in light of changing circumstances."
Recommendation:
 - i. That this question be split into two questions.
 - (iii) Section B, question IV.E.ix "I attend all Board and Trustee Development conferences and activities."
Recommendation:
 - i. Revise the question to "I have access to and have been offered the opportunity to attend development conferences and activities."
- (c) The Board discussed the trustee recruitment process and reference or criminal record checks. The process is the responsibility of the City Clerk's Office, and appointments are made by them, not the library. Changing the process to include background checks is not within the library's control.

STAFF OPERATIONS14. Monthly Statistics

Recent statistics were presented for information.

15. 2010 Hours of Operation

A memo from Beryl Jeffrey, Manager of Public Service was included for decision. The Board discussed the annual hours of operation review of closures and hours changes required due to the collective agreement and 11 annual statutory holidays. The Board decided that as this is an annual operational issue handled in a consistent manner, it does not require a motion to accept the recommended hours change. In future they request that this be a 'for information' item instead.

16. Final O Zone Celebration Planning Report #6

The final O Zone report was included for information. Greg highlighted the original objectives for participation in the O Zone, and reported that we had successfully met those objectives. The International Living Room program provided a high quality experience for our visitors, local residents, volunteers and staff, greeting over 46,000 guests. Staff responded with flexibility and ingenuity as the 17 days progressed to provide services our new guests appreciated, while minimizing disruption to our regular customers as much as possible.

Total cost for the celebration is expected to be covered by normal operating budget, and no draw on surplus was required.

Physical legacy of the celebration include the Canadian Showcase Collection, DVDs donated by the National Film Board, the Coach exhibit, 40 computer stations, graphic covers for our external book drops, 4 large screen TVs, 4 sofas and accessories, various sign holders and frames, Canada Day decorations and 6 Ralphie Stand-ups.

In addition, the experience of staff in temporary work assignments, customer service training, and web development resulted in a stronger workforce.

The library also benefits from relationships with community volunteers through Volunteer Richmond, Tourism Richmond and Richmond Photo Club, stronger relationships with City staff and departments and many new relationships with publishers and related organizations.

17. Automated Sorting RPF Update

A memo dated February 16, 2010 from Mark Ellis, Manager of IT was included for information. The recommended Lyngsoe System is scheduled for installation in early June.

18. Grants Received

- a) A memo dated March 10, 2010 from Dace Starr re: Richmond Literacy Project status update was provided for information.
- b) A memo dated March 10, 2010 from Wendy Jang and Lee Anne Smith outlining "Speak, Read, Succeed" and "Literacy Partnership" grants at Brighthouse and Cambie was included for information.

19. BCLA Merit Award Application: Richmond Health Literacy Project

Greg reported that we have been informed we won this award. Greg will receive the award on our behalf at the BCLA conference April 22-24 in Penticton.

20. Other Business

Arlene noted that her appointment in 2004 was for a 1-year term. She was reappointed in 2005, 2007 and 2009, making this her last eligible year on the Board.

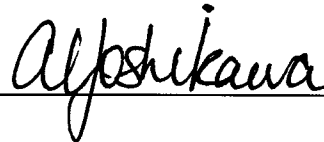
21. Date of Next meeting

The next meeting is **Wednesday, April 28, 2010 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:40 p.m.

CHAIR



CHIEF LIBRARIAN

