
WEDNESDAY, OCTOBER 28, 2020
5:30 - 7:30pm

Meeting held via Webex videoconference

Board Present:

Robin Leung, Chair
Jordan Oye, Vice Chair
Caty Liu
Chaslynn Gillanders
Danielle Lemon
Denise Hawthorne
Denise Hui
Traci Corr
Linda McPhail, Council Representative

Susan Walters, Chief Librarian and
Secretary to the Board

Staff Present:

Anne Bechard
Iris Lee
Mark Ellis
Shaneena Rahman
Victor Lai
Linden Jessome

Friends of the Library:

Bonnie Walker
Elaine Tsi

CUPE 3966 Representative

Helen Varga

1. Call to Order and Land Acknowledgement

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

2. Approval of Agenda

MOVED: THAT, the agenda be approved as presented.

D. Hui/C. Gillanders.....CARRIED

3. Business Section

(a) Approval of Meeting Minutes

MOVED: THAT, the minutes of the regular meeting of July 29, 2020 be approved as presented with minor edits to page 1 and 2.

D. Hui/C. Gillanders.....CARRIED

(b) Business Arising

None.

(c) Correspondence Included for Information:

None.

4. Education Session

(a) 2020 Education Session List of Topics

The topic for November is The Librarian's Guide to Homelessness Training with Ryan Dowd. A. Galeano, Head of Community Branch Services will attend the next meeting to present this education session.

(b) Budget 101 and Going Book Fine Free

V. Lai and S. Rahman presented the Budget 101 and Going Book Fine Free education session to the Board of Trustees. V. Lai presented the basics of library budgeting. V. Lai explained that the budget process is underway and the 2021 draft budget will need to be presented to the City with projections and recommendations included.

S. Rahman noted that over 270 libraries across North America have eliminated late fines in recent years. Fines disproportionately affect families with young children, new immigrants, isolated individuals, visible minorities, low income individuals and those with mental health challenges or no family support. The Going Book Fine Free model would take effect in January 2021 and would completely eliminate fines for overdue materials, removing barriers that currently prevent equitable access to the library's collections. To ensure items are returned in a timely manner, systems will be developed to remind customers of overdue materials, along with invoices for materials which were damaged, lost, or not returned to the library.

5. Community

(a) Councillor's Report

L. McPhail noted that City Council will be making masks mandatory in all City buildings effective November 1, 2020. City Council will continue with virtual meetings and will consider resuming in-person meetings at year-end. The City of Richmond is reintroducing many popular indoor fitness and recreation programs at community centres across Richmond on Monday, October 19.

(b) Friends of the Library Report

B. Walker confirmed that the sidewalk sales have been well-attended, however this coming Saturday will be the final sale until sometime the new year. Board Trustees are invited to volunteer, if available, for this final sale. The AGM has been postponed and B. Walker will revisit possible 2021 dates in the new year. The FOL is looking for local storage solutions to house treasured books while the remainder of the collection stored at the Cambie location can be assessed for retention or discard. L. McPhail will enquire about possible city buildings that could be used.

(c) Summary of Customer Comments

A summary of customer comments was included for information.

6. Board – Items for Decision and/or Discussion

7. Standing Items

(a) Board Self Evaluation

i. 2020 Board Self Evaluation Survey Questions for Review

The 2020 evaluation questions will be compiled and provided at the next Closed meeting in November. T. Corr provided the InterLINK Board Self Evaluation as an example questionnaire to be referenced when a review of the Library Board Self Evaluation is undertaken by the Governance Committee. J. Oye noted it is important to complete the survey before year-end to ensure that the board is trending in the right direction.

(b) Mandatory Mask Guidelines

i. Memorandum – Mandatory Masks for Staff

I. Lee presented the Mandatory Masks for Staff memorandum to the Board of Trustees for information.

ii. Memorandum – Masks in Library Branches

S. Walters expanded on COVID-19 statistics within the City of Richmond to provide context to the recommendation presented.

MOVED: THAT, the Richmond Public Library Board adopts and supports the City of Richmond's Mask Wearing in City Buildings guidelines.

C. Gillanders/D. Lemon.....CARRIED

(c) Q3 2020 Operating Statement

The library is expecting surplus funds at the end of December 2020. V. Lai recommended the creation of three provisional accounts: budget stabilization, library enhancement, and IT infrastructure. The Board discussed creating the provisional accounts but allocating the monies at a later time. It was determined that allocating the funding now will not impact the ability to shift funding as needed.

MOVED: THAT, the Richmond Public Library Board creates the following surplus provision accounts: 1) Budget Stabilization Provision, 2) Library enhancement Provision, and 3) IT Infrastructure Provision.

J. Oye/C. Gillanders.....CARRIED

MOVED: That, the Richmond Public Library Board allocates \$300K from Operating General Surplus to Budget Stabilization Provision.

C. Liu/J. Oye.....CARRIED

(d) 2021 Draft Operating Budget Submission

MOVED: THAT, the Richmond Public Library Board approves the elimination of overdue fines on library materials.

D. Hui/T. Corr.....CARRIED

MOVED: THAT, the Richmond Public Library Board approves the submission of the 2021 draft operating budget to the City of Richmond.

C. Liu/D. Lemon.....CARRIED

(e) Continuation of Virtual Board Meetings

S. Walters explained that the continuation of virtual board meetings allows for flexibility and convenience during the COVID-19 pandemic. J. Oye noted that WebEx meetings can place a call to your telephone to aid in connecting to the audio of the meetings. S. Walters will provide instructions for the November meeting.

MOVED: THAT, the Richmond Public Library agrees to suspend Board Policy 3.2.1.1 an additional six (6) months beginning November 25, 2020 to April 28, 2021 in order to allow board members and guests to attend board meetings via electronic means and retain full participation rights and voting privileges.

C. Gillanders/D. Hui.....CARRIED

8. Standing Items

(a) Roundtable Discussion

T. Corr extended her appreciation and thanks to library staff for the preventative safety measures established during the COVID-19 pandemic. J. Oye expressed his appreciation for library staff members who presented an excellent virtual library field trip for local students. D. Hui informed the board of the upcoming Advocacy in 2020 and Beyond workshop she registered for through the ABCPLD. T. Corr and C. Liu shared updates from the BCLTA AGM and noted the excellent presentation by the keynote speaker, Angela Sterritt.

(b) InterLINK Report

i. InterLINK Board Self Evaluation

T. Corr shared the InterLINK evaluation as a model the Board may want to consider. T. Corr will present on her participation in the Truth and Reconcili-ACTION seminar she attended at the November meeting.

- ii. Library Champions Update
T. Corr shared a recent article regarding the value NewToBC Library Champions bring to their communities.

- (c) BCLTA Report
Updates were presented during the roundtable.

9. Chief Librarian’s Report

S. Walters noted that she continues to meet with senior City staff and Community Service directors weekly to review data and statistics related to the COVID-19 pandemic to better plan for service restoration and library safety. A donation has been made by Corisande Percival-Smith in the amount of \$2,000 in memory of the late Barbara Eso. The donation has been designated for children’s literature. The 2019 Annual Report has been finalized and will be posted to both the Board Blog and the Richmond Public Library website.

10. Operations

Management Reports

(a) Restoration of Services

The library continues to expand access to programs and services to meet community need while adhering to safety protocols. All staff who were on Voluntary Layoff have been recalled as of October 21, 2020.

Service Area Reports

(b) 2020 Library Technology Grant – Interim Planning Report

The 2020 Library Technology Grant was presented to the board of Trustees as information. M. Ellis is currently working with Telus with regard to Wi-Fi hotspots which would be borrowed to provide Wi-Fi access to library customers.

11. Items Included for Information

- (a) Performance Appraisal Committee (PAC): Chair and Vice Chair will be scheduling Chief Librarian Performance Review
J. Oye and R. Leung will meet to discuss the scheduling of the Chief Librarian’s performance review.

12. Other Business

None.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, November 25, 2020 at 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:59pm.

CHAIR



CHIEF LIBRARIAN


