

**WEDNESDAY, MAY 31, 2023****5:30PM - 7:30PM**Via Zoom video conference with In-person Option  
Brighthouse Library Board Room**Board Present:**Caty Liu, Chair  
Sherine Merhi, Vice Chair  
Chak Au, Council Liaison (Virtual)  
Chaslenn Gillanders  
Denise Hui  
Jordan Oye (Virtual)  
Yvonne Yong**Staff Present:**Anne Bechard  
Charles Leung  
Eva Yu  
Iris Lee  
Shaneena Rahman**Guests:**

Helen Varga, CUPE 718-05

Susan Walters, Chief Librarian and  
Secretary to the Board**Regrets:** Nabeel Abrahani  
Rachel Ling**1. Call to Order and Welcome**

The meeting was called to order at 5:36pm with C. Liu providing the welcome.

**2. Approval of Agenda**

MOVED: THAT, the agenda be approved as presented.

S. Merhi/Y. Yong.....CARRIED

**3. Business Section****(a) Approval of Meeting Minutes**

MOVED: THAT, the minutes of the regular meeting of April 26, 2023 be approved as presented.

S. Merhi/Y. Yong.....CARRIED

**(b) Business Arising**

None.

**(c) Correspondence**

None.

**4. Presentation**

None.

**5. Community****(a) Councillor's Report**

Councillor Au asked if there was an update on the Ironwood library. S. Walters shared that library staff have been focussing on strengthening core services and programs at Ironwood and that professional librarian positions have been added to the staffing component. Staff reported that the

Joint Health and Safety Committee (JHSC) will be conducting a Violence Risk Assessment. S. Walters noted that while there have been no recent incidents at the Ironwood library, the library continues to put resources towards ensuring that staff are trained and prepared and that the appropriate policies and procedures are in place.

(b) Friends of the Library (FOL) Report

On behalf of B. Blair, S. Walters shared that the FOL's new retail space is almost complete. They have extended an invitation to the Board to save the date of July 15 for an open house and 51<sup>st</sup> anniversary celebration. The board asked for clarification on how the Brighthouse Main library book sales operate. S. Walters noted that we make discarded books available for purchase in the library. The intent is to redirect all public donations to the FOL during the hours they provide for drop off. The funds from both book sale streams support the Library.

(c) Summary of Customer Comments

A board question arose from the Summary of Customer Comments regarding the hold location "unknown". Staff responded they were unaware of what that represented will report back. A board trustee noted they were unaware of the feature allowing customers to turn on their borrowing history.

**6. Board – Items for Decision and/or Discussion**

(a) Draft 2022 Annual Report

S. Walters shared that the draft annual report was on the table and welcomed board feedback by Friday, June 2. The 2022 Richmond Public Library Annual Report to the Community will be presented to Council by the Board Chair with the support of the Chief Librarian on July 10.

**7. Standing Items**

(a) Roundtable Discussion

A board trustee shared that they attended the author speaking event for Hasan Namir and expressed appreciation for the library for providing a variety of events for our community. The board chair shared that they attended the BCLTA general meeting and Mari Martin from the Libraries Branch, Ministry of Municipal Affairs, provided further information regarding the provincial funding for libraries and pledged for ongoing advocacy for future library funding. A board trustee expressed appreciation to library staff for their assistance in planning for the large Eid Al-Fitr Joy event held in partnership with the Welcome Ramadan & Eid Celebration Committee and Islamic Art of B.C.

(b) Steveston Community Centre and Library

The architects are working on finalizing colour schematics for the new Steveston Community Centre and Library and are at 95% completion. This information will be shared with the architectural design group comprised of project development staff, HDR Architects and library and community centre representatives. Further community engagement is planned.

(c) InterLINK Report

InterLINK welcomed their new Executive Director Leigh Anne Palmer with the retirement of Michael Burris. Additionally, the New to BC program has implemented an Immigrant Demographic by Community initiative. The intent of this information will be to assist newcomers in better understanding their community and assist service providers to plan for suitable programs and services.

(d) Finance Committee

No update.

(e) Fund Development Committee

No update.

(f) Governance Committee

No update.

(g) Strategic Planning Committee

The Board indicated that in this phase of the extensive RFP process, the Strategic Planning Committee is shortlisting candidates and preparing for interviews that will take place in June.

**8. Chief Librarian's Report**

S. Walters reported that with Leigh Anne Palmer becoming the new Executive Director of InterLINK, the Executive Director role for the Association of BC Public Library Directors (ABCPLD) is temporarily vacant. Until it is filled, she will be taking on some of the duties as the Board Chair.

On June 12 the four members of the BC Library Partners (ABCPLD, BCLTA, BCLA and BCLC) will be making presenting to the Select Standing Committee of Finance and Government Services. Each group will present individually but there will be common overarching messaging regarding increased and stable funding for public libraries across each presentation.

S. Walters added that the Libraries Branch as indicated that there will be additional funding coming to public libraries in June, likely in the form of an additional enhancement grant. Once the library knows the total amount of additional funding coming from the province, decisions can be made about what specific projects it will support over the next three years.

**9. Operations**

(a) Human Resources

In response to the report on the Reimagine, Perform and Lead (RPL) Conversations, the board inquired if there were any mechanisms for staff to submit anonymous comments for feedback. Staff responded that currently there are no formal mechanisms for anonymous feedback, but this will be considered. The board also inquired about staff vacancies and S. Walters responded that the library is in an active phase of recruitment with multiple positions posted and a couple of vacant positions are currently under review.

(b) Collections and Customer Service Delivery

No inquiries.

(c) Community Development and Service Design

The board inquired if there have been discussions around the challenges that some seniors face in finding services at the library, specifically programs during Senior's Week. Staff responded that as part of Senior's Week there is a written passport being piloted this year which allows seniors another avenue to learn about the different programs being offered.

The board asked how the library will be promoting the Speak Survey. Staff responded that there are events happening at Brighthouse and Ironwood to promote this and the Richmond Poverty Coalition is connecting with vulnerable populations and bringing community to the library. Community partners will be in the library to assist individuals who come to fill in the survey.

A board question arose regarding the date for Summer Reading Club registration. Staff noted that no start date has been confirmed, but that information will be shared with the Board as soon as possible.

(d) Innovation and Learning Development

No inquiries.

(e) Information Technology Operations

The board commented that they were glad to see that nothing occurred in regards to the key logging issues and that the library took proactive steps to address the concern.

(f) Marketing and Communications

No inquiries.

**10. Items Included for Information**

(a) Richmond Community Protocol – Richmond Multicultural Community Services

S. Walters indicated that Richmond Community Protocol representative A. Hill has reached out to both Musqueam and the Muslim Association of Canada for feedback on the protocol, noting that building relationships takes time. S. Walters inquired whether the Board would like to endorse this living document protocol at this time. Board trustees engaged in discussion and some ongoing concerns remain in endorsing the protocol. The board decided they would not provide endorsement at this time and library staff follow up with Richmond Community Protocol representative A. Hill.

**11. Other Business**

None.

**Next Meeting**

The next Regular Board meeting is scheduled for **Wednesday, June 28, 2023 at 5:30 pm.**

**Adjournment**

There being no further business, the Chair declared the meeting adjourned at 6:14 pm.

Closed meeting to follow.

CHAIR



CHIEF LIBRARIAN

