
WEDNESDAY, JUNE 27, 2018**Board Present:**

Susan Koch, Chair
Robin Leung, Vice Chair
Chaslynn Gillanders
Caty Liu
Traci Corr
Diane Cousar
Linda McPhail
Arseniy Shchedrinskiy

Susan Walters, Chief Librarian
and Secretary to the Board

Staff Present:

Catherine Lindsay
Cathy Gettel
Cindy Ho
Iris Lee
Lee Anne Smith
Mark Ellis
Melanie Au
Serena Griffin
Shaneena Rahman
Stephanie Vokey
Sean Flores
Wendy Jang

Friends of the Library:

Bonnie Walker

Guest:

None.

Absent

Jordan Oye

Susan introduced Iris Lee, our Manager of Human Resources, and welcomed her to the leadership team.

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED: That the agenda be approved as presented.

.....CARRIED

BUSINESS SECTION

3. **Approval of Meeting Minutes**

MOVED: That the minutes of the regular meeting of May 30, 2018 be approved as presented.

GILLANDERS/LIU.....CARRIED

4. **Business Arising**

None.

5. **Correspondence**

None.

EDUCATION SESSION

6. **Education Session**

(a) An outline of past and upcoming educational session topics was included.

(b) Melanie Au and Lee Anne Smith reported on Summer Reading and Literacy Programs

The value of reading programs are multi-faceted. Teens are provided with meaningful volunteer opportunities, leadership and social experiences. Children practice their reading comprehension while school is out. Community partners are engaged by partnering on programming. Walking book clubs and family Storywalks incorporate physical activity. Author led programs connect writers to readers and increase their influence.

We have heard from the public that they are not always aware of all programs the library offers, so staff are making a concerted effort to promote SRC in as many ways as possible. Promotion this year combined all three summer reading clubs (SRC) on one landing page on the website, and staff promote events at each service point. External promotion is also being increased to reach non-users, including advertisements in local papers and information about summer events shared at over 50 Richmond facilities, from city buildings to local businesses. Staff used direct email to contact book clubs, and promoted SRC on social media.

Staff are measuring the impact the programs have and how we convey that to the public. Staff will counting materials used during programming (volunteers will help), and analysing space usage during programming. These measurements give us a bigger picture on library use.

The Board noted that the VPL website also promotes their SRC. Is there knowledge sharing between libraries? Melanie noted that there has been some collaboration with Teen reading club in the past. Our staff have been talking with other libraries about their successes.

The Board asked if corporate sponsorship is new? Melanie confirmed that RBC provided funding for the 2017 SRC finale event and have increased their support for 2018's event. Susan Walters noted that RBC is the provincial sponsor for SRC, and that prizes have been donated from the City, library and RBC.

COMMUNITY

7. Report from Councillor

Councillor McPhail's written report was included, and she noted that public consultation for Lansdowne Shopping Centre Master Plan and City Centre Area Plan are ongoing.

8. Report from the Friends of the Library

Bonnie noted that the Friends have been having more mini sales and at public events like the Resilient Streets event. Their next mini sale is Saturday at Cambie.

9. Customer Comment Forms

A summary of customer comments was included for information.

BOARD

10. Items for Decision and/or Discussion

(a) Possible Collaboration with Sister City Advisory Committee.

- (i) The Committee's meeting contact report was provided on table. Susan Koch noted that the Committee has a budget to support initiatives such as books to present to representatives of our Sister/Friendship Cities. The committee is interested in collaborating with the library to explore a joint reading event, selecting a book that will be read in both cities.

(b) 2019 Board Recruitment

- (i) The 2018 Board Skills, Strengths and Diversity Matrix was included for discussion.
(ii) Previous interview questions were included.
(iii) The scoring matrix was included.
(iv) The previous application package was included

Susan Walters suggested forming a recruitment committee. The Board discussed reaching out to past applicants. If that information could be provided to the recruitment committee, they could contact them and suggest they apply again. Susan Koch encouraged the Board to contact residents they know of who may need encouragement to apply.

It is possible for the Board to have a sub-committee that is not all Board members, although one Board member would have to participate.

The Recruitment Committee will be appointed in July. Susan, Diane and Chaslynn are interested in participating.

(c) 2019 Draft Budget Submission

The initial draft submission was included for discussion. Susan Walters noted that the budget cycle has started. An updated draft budget will also be provided in July, with the additional level request. Highlights of this budget are: Leases have just been renegotiated and costs increased. Utilities are also out of our control. An upgrade to the phone system is required.

The Board asked if the library be affected by the health care tax? Susan noted that we will have to allocate approximately \$30,000 in funding with the new formula.

The Board discussed development charges. Councillor McPhail noted that Council looks at development carefully and directs what is needed in the community. For example, Council agreed that Hamilton development charges will go towards community amenities which may include a library. Council will review the facilities plan provided by staff in making their decision.

Susan Koch asked about investment income. Should there be an offset in the budget? Susan Walters noted it appears in the accumulated surplus, in a separate line item.

(d) Board Scheduling.

- i. A draft schedule of facilitator meetings in July, September and October was included for information. Susan thanked the board for their flexibility in attending these meetings. A doodle poll will be sent out to determine a final workshop to share the draft strategic plan and conclude our planning process on either October 10 or 11.
- ii. Susan Walters suggested October for the staff recognition event given the number of Board commitments in September.
- iii. A summer social event for Board and senior staff will be arranged.
- iv. Susan noted that the Civic Appreciation Event will be held at City Hall on Tuesday, September 18th. All Board will receive invitations from the Clerk's Office.

INTERLINK

11. InterLINK Report

Traci reported that there was no meeting. Agreement to come to the library soon.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION

12. British Columbia Library Trustees Association Report

No report.

STAFF OPERATIONS

13. Chief Librarian's Report

Susan reported that we have adjusted Steveston branch hours for the summer, closing at the same time as the Cultural centre, at 8:00 p.m.

Susan may require a Board motion to use investment income to fund furniture or large projects.

She will be bringing forward a motion to add \$20,000 to the Friend's donation for sturdy benches in the front entrance and individual seating on the first floor.

Susan noted the draft Annual Report to the Community is on table, but must be returned as staff have identified additional edits. Feedback is requested. Susan thanked Sean for his work on preparing the graphics, and Stephanie and Cathy for writing and editing.

The Board noted that this report is interesting to browse and appreciated the style change. They asked if it will be offered in additional languages? Susan confirmed it is available in English and that the digital version will use software that allows it to be read like a book.

Susan reminded everyone that Salmon festival is this weekend and to pop by the library tent to say hi to staff if attending.

14. Operations Reports

(a) The Strategic Planning Team reported on Public Consultation Findings to date. Susan noted the business cards on table are for the Board to hand out in their advocacy activities. The "Big Ideas" data will be shared with the team after July 8th and will be summarized at the first workshop on July 24.

(b) Lee Anne Smith reported on Adult Programming.

(c) Kate Adams reported on Kids' Place.

(d) Serena Griffin reported on Circulation and Merchandising

The Board asked about strategy for e-book stickers. Once the book moves off the popular shelf do we reconsider having an ebook option? Susan noted that there are two types of ebooks, metered access which requires repurchase or one copy, one user which we own. We would like to ensure we always have digital copies of popular titles which would reduce the need to de-sticker books when they move into the regular collection.

(e) Shaneena Rahman reported on Collections.

Susan noted that some power users of Hoopla (approximately 55 people) are reaching their limit of 8 uses per month. We do not want duplication of eBook titles in Hoopla and Overdrive, so we are working with current vendors to eliminate duplication, and are also considering other vendors for added plus services.

(f) Anne Bechard reported on Community Services.

(g) Cindy Ho reported on Digital Services.

(h) Ping He reported on Information Services.

(i) Allen Chi reported on Information Technology.

Traci noted a new look to the website. Lee Anne and Mark noted the new calendar for programming is part of our BiblioCommons platform. BiblioEvents integrates with the collection to link books with programs by subject and is single sign-on. This rolled out June 4th.

(j) Wendy Jang reported on Multicultural and Chinese Community Services.

(k) Catherine Lindsay reported on Seniors Services.

ITEMS FOR INFORMATION

15. A list of upcoming advocacy opportunities was included for information.

Traci will attend Library Champions event on July 6th.

Traci will attend the SRC Launch on July 8th. Robin and Chaslynn may also be available.

Jordan may be able to attend the Young Entrepreneur Program Finale, and Robin will try as well.

The Summer Finale and Medal Ceremony is a lot of fun and very important to the kids who participated in SRC. Arseniy, Robin and Susan confirmed they could attend, and other Board who are available are welcome.

Susan Koch encouraged all Board to participate in the Let's Talk Richmond survey.

16. The Board Calendar and Work Plan were included.

OTHER BUSINESS

17. Susan will send reminders of Strategic Planning workshop dates to come.

NEXT MEETING

The next Regular Board meeting is scheduled on **Wednesday, July 25, 2018.**

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 6:55 p.m.

CHAIR 

CHIEF LIBRARIAN 