

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, January 25, 2012

Present: Pat Watson, Chair
Peter Kafka, Vice Chair
Councillor Linda Barnes (left at 5:45)
Mark Bostwick
Diane Cousar
Dulce Cuenca
Sanjiv Khangura
Susan Koch
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

BUSINESS SECTION

1. Call to Order

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

2. Approval of Agenda

MOVED: That item 12 appear after item 4 and the agenda be approved.

KAFKA/BOSTWICK.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of November 30, 2011 be approved as presented.

COUSAR/TANG.....CARRIED

4. Business Arising

Items noted on previous lists have been moved to the appropriate committee section later in the agenda.

12. Report from Councillor Barnes

Linda reported a successful meeting with George Duncan, Chief Administrative Officer and Cathy Carlile, General Manager, Community Services at the City of Richmond. Pat Watson and Greg Buss also attended, and Linda asked for their comment.

Pat noted that George clearly wanted to understand the library and that at this meeting they were able to confirm that the library wants to be involved in City

activity. We are ready, willing and able to share space with other City groups and need the City to become more aware and familiar with the library to do so effectively.

Greg noted that the timing of the meeting was very good. This Board is very supportive of participation with City activities. Greg reported that he had recently attended a meeting with all City Directors, and the City is changing in many of the same ways we are, responding to a changing community. He expects more involvement with City activities in the near future.

Linda noted that this Board is well positioned to meet the coming City-wide changes, and that the City is looking at budget. A key financial driver is the 4% increase to RCMP collective agreement.

Councillor Barnes left at 5:45 pm.

5. Correspondence

- (a) Letters dated December 1, 2011 from City of Richmond to M. Bostwick, D. Cuenca, P. Kafka, S. Khangura and S. Tang re: appointment to Library Board for 2 year terms were included for information.
- (b) Letter dated December 6, 2011 from School District No. 38 (Richmond) re Appointment of D. Sargent as Chair and G. Tsang as Vice Chair of Board of Education was included for information.
- (c) Letter dated December 7, 2011 from City of Richmond re: Appointment of L. Barnes as Council Liaison and D. Dang as Alternate was included for information.
- (d) Letters dated December 9, 2011 to Mayor, Councillors and outgoing Councillors were included for information.

EDUCATION SESSION

- 6. (a) An outline of education topics completed and planned for future was included for information.
- (b) Virginia McCreedy presented a demonstration of the Board Blog. She explained that Posterous Spaces was selected as the blog platform because it allows interaction by comment and is easy to post and search/find messages. It is a good tool for sharing information without cluttering email. We can store documents electronically and they can be printed, viewed online or downloaded to a personal computer.

Virginia walked through the various functions: printing, downloading, searching, viewing on screen and full screen, zooming in/out, customizing, adding tags. She also demonstrated each of the current pages where Board documents are stored: Current Events, Board Meetings, Board Documents, Directory and Links, Planning Resources. More information will be added to these pages in the coming weeks. The blog also becomes an archive of Board business and meetings.

Virginia then demonstrated the ease of use by posting text, links to articles, attachments, videos, and documents.

An issue regarding personal email addresses was identified and resolved.

The Board discussed content and privacy. The blog itself is private, limited to contributors only. Scribd service may not be private and Virginia will research that issue. Other types of blog services like WordPress would be stored on our server and completely confidential. Contributors can be just the Board, Greg and select library staff or include several other staff.

The Board were asked to consider what they would want or expect to see on their blog, consider privacy issues and who they would like to authorized to post information.

The Blog will appear on the February agenda for further discussion on how it will be managed.

STAFF OPERATIONS

7. Writer-in-Residence

Shelley Civkin described our first Writer-in-Residence program with local author Caroline Adderson. Several events are scheduled during the period February 2nd to April 5th, and Shelley invited all Board to attend the event launch on Thursday, February 2nd from 7 to 8:30 pm at the Minoru Place Activity Centre.

8. 2012 Hours of Operation

Susan Walters reported on 2012 changes to our open hours for the Board's information.

9. Chinese New Year

Wendy reported that the event to celebrate the Year of the Dragon will be similar to past year's events except for the addition of the photograph exhibit sponsored by the Chinese Consulate in Vancouver. Simon Tang will be master of ceremonies.

10. Human Resources Activity Report

A summary of activity for the previous year was included for information. The next summary will be presented in July.

11. Chief Librarian's Verbal Report

Greg reported that further to the information provided in item 12 above regarding developing connections with City staff, the recent meeting with City Directors also highlighted that the City recognizes that our community is changing and that City staff

are working through a similar process as to what this Board has done. We are one month into the strategic plan implementation and moving fast to reach our six month goals.

COMMUNITY

13. Friends of the Richmond Library

(a) A letter dated December 20, 2011 thanking the Friends of the Library for their contribution of \$22,000 to the 2011 Wish List was included.

Debbie Newton reported that the Friends have formed a 40th Anniversary Committee. Pat indicated that the Board would like to support their celebration.

Debbie asked for assistance in contacting Book Club chairs and asked if the Friends could have their own donation bin outside the library.

14. InterLINK Report

No report.

15. British Columbia Library Trustees Association Report

Peter reported that conference planning is well underway and there will be sessions specific to Trustees available. Peter also reported that he is on the selection committee for the new Executive Director.

16. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments is included for information.

BOARD

17. Items for Decision and/or Discussion

(a) Election of Chair and Vice Chair

- i. Pat passed the gavel to Greg, who indicated that Pat Watson has accepted nomination for the position of 2012 Chair. Greg called for further nominations and as there were none, Pat Watson was acclaimed. Greg passed the gavel back to Pat.
- ii. Pat indicated that Peter Kafka had accepted nomination for the position of 2012 Vice Chair. Pat called for further nominations and as there were none, Peter Kafka was acclaimed.
- iii. A list of 2011 Representatives and Committee Appointments was presented on table. Mark Bostwick accepted appointment as the 2012 InterLINK

representative, and Sanjiv Khangura accepted appointment as alternate. Peter Kafka accepted appointment as the BCLTA Representative. The Steering Committee on Strategic Planning is Committee of the Whole. Peter Kafka and Susan Koch accepted appointment to the 2012 Audit Committee.

The Board discussed a recent meeting of the Audit Committee with Andrew Nazareth, General Manager, Finance, regarding the Board's function in auditing financial statements. Possibly renaming the Audit Committee was discussed and will be reviewed after meeting with Senior City Financial staff in April.

- (b) Strategic Planning Implementation Report was included.
- i. Notes of a Special Planning Meeting held December 14th were included. Greg reported that he is working with Wendy to develop an Advisory Committee regarding the Mr. Lee collection and has met with Metro Vancouver regarding collective bargaining.
 - ii. Strategic Plan Priorities were provided for information.
The Board asked for an update on the status of Ask Us Chat. Susan reported that staff are trained and delivering Chat service and that demand is steady but not as large as we'd hoped for. Ask Us Email service will be launched in February and at that point we'll do significantly more promotion of the service.
 - iii. Greg reported that he has discussed with the Chief Librarian of Surrey Public Library a possible joint meeting of both Board to discuss strategic issues and requested feedback from the Board if they want to pursue this meeting. The Board indicated they were in favour of a tour of Surrey's new library building and meeting to discuss future-related ideas with the Surrey Public Library Board.
- (c) Fund Development Status Report was included.
- i. A letter dated November 25, 2011 regarding the Richmond Community Foundation Disbursable Investment Income was included for information. Greg reported that the disbursement has not yet been received and asked for the Board's direction.

MOVED: That the Board approve re-investing 2011 Disbursable Investment Income received from the Richmond Community Foundation to the Richmond Public Library Permanent Agency Endowment Fund.

BOSTWICK/KHANGURA.....CARRIED

- ii. A special meeting regarding Fund Development relating to the Lee donation was set for Wednesday, February 15th at 5:30.
- (d) Policy Development Status Report was included.
- (e) The 2011 Self Evaluation Survey results were included. There were no major concerns presented in the 2011 survey. Pat will review the survey format with regard to shortening its length and reviewing answer options such as yes/no, scale of disagree-agree or 1-10 to ensure measurements are relevant.
- (f) Greg distributed tickets to the RCCS Community Dinner to celebrate the Year of the Dragon on Wednesday, February 8th.

- (g) This year Freedom to Read Week will be celebrated across Canada from February 26th to March 3. A copy of the previous proclamation and a letter to Mayor Brodie were included for information.

18. Items for Information

- (a) The meeting with Councillor Barnes, Pat and Greg with City staff was discussed previously.
- (b) The meeting of the Library Board Audit Committee with Andrew Nazareth was discussed previously.
- (c) Two new Councillors will receive a tour of the library and an orientation to our services. The first tour for Councillor Linda McPhail is scheduled for Monday, January 30th.
- (d) A list of 2012 conferences was included. Trustees interested in attending were requested to let Greg know.
- i. An excerpt from the Board policy manual regarding Trustee Conference Attendance and Travel was included.
- (e) A list of Board and staff participation in the upcoming BCLA/BCLTA conference was included.
- (f) The current *Felicitier* issue was presented on table.
- (g) The calendar and work plan were included.

19. Other Business


The Board social event will be scheduled for early spring.

20. Date of Next meeting

The next meeting is **Wednesday, February 29, 2012 at 5:30 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:30 p.m.

CHAIR 

CHIEF LIBRARIAN 