

**WEDNESDAY, JANUARY 27, 2021  
5:30 - 7:30pm**

Meeting held via Webex videoconference

Board Present:

Jordan Oye, Chair  
Caty Liu, Vice Chair  
Chaslynn Gillanders  
Danielle Lemon  
Denise Hui  
Diane Cousar  
Robin Leung  
Sherine Merhi  
Linda McPhail, Council Representative

Staff Present:

Iris Lee  
Linden Jessome  
Mark Ellis  
Shaneena Rahman  
Victor Lai  
Cindy Ho

CUPE 3966 Representative

Kate Adams

Friends of the Library

Bonnie Walker  
Elaine Tsi

Susan Walters, Chief Librarian and  
Secretary to the Board

**1. Call to Order and Land Acknowledgement**

The meeting was called to order at 5:32pm.

**2. Approval of Agenda**

MOVED: THAT, the agenda be approved as presented.

R. Leung/D. Lemon.....CARRIED

**3. Election of 2021 Chair and Vice-Chair**

J. Oye put forth his name for nomination of Chair. No additional nominations received. J. Oye was elected Chair of the Richmond Public Library Board. C. Liu put forth her name for nomination of Vice-Chair. No additional nominations received. C. Liu was elected Vice-Chair of the Richmond Public Library Board.

**4. Business Section**

(a) Approval of Meeting Minutes

MOVED: THAT, the minutes of the regular meeting of November 25, 2020 be approved as presented.

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

(b) Business Arising

None.

(c) Correspondence

Copies of the correspondence included for information purposes.

**5. Education Session**

(a) 2021 Education Session List of Topics

Freedom to Read Week and Intellectual Freedom presentation (C. McCrea) will form the education session in February.

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(b) LLEAD Project Presentation Report to Board

i. LLEAD Project Presentation (C. Ho and K. Adams)

Library Leaders Excellence & Development (LLEAD) is a unique cross-sector 12-month leadership development program, in partnership with Public Library InterLINK. The curriculum enables participants to develop skills, resilience and critical thinking required of senior managers. C. Ho and K. Adams shared key learnings from the program and how this will influence Digital Services and Children and Family Services in 2021.

**6. Community**

(a) Councillor's Report

L. McPhail noted that the library's 2021 proposed operating budget was carried at the January 25, 2021 Council meeting. She also shared that the City of Richmond will initiate a pilot program to provide free menstrual products in most City facilities, including an education component, with the possibility of expansion and permanency. In accordance with public health orders, members of the public can no longer attend Standing Committee, Council and Public Hearing Meeting in person however the public can still watch all open meetings online on the City of Richmond's YouTube channel and delegate remotely.

(b) Friends of the Library Report

B. Walker notes the Friends of the Library (FOL) are donating many books to charity, hospitals, and the Delta Literacy Outreach Program. Additionally, there are online book sales taking place and so far, sales have been successful. Two second-hand book stores have also approached the FOL to purchase books. B. Walker informed the board there was no AGM scheduled for 2020.

i. Friends of the Library Wish List Update

A Friends of the Library Wish List Update was included for information.

ii. Friends of the Library Account Status Report

A Friends of the Library Account Status Report was included for information.

(c) Summary of Customer Comments

A summary of customer comments was included for information.

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

(a) 2020 RPL Statement of Operations

i. 2021 Operating and Capital Budgets for Richmond Public Library

V. Lai presented the Statement of Operations to the board for information. The statement is being finalized but V. Lai is estimating a 2020 surplus. An additional report will be presented to the board in March with final figures after the audit process is complete.

MOVED: That, the Richmond Public Library Board approves the transfer of \$100,000 from the Budget Stabilization Provision to fund the 2021 Richmond Public Library operating budget.

R. Leung/C. Liu.....CARRIED

(b) Review of the 2019-2021 Strategic Plan Progress

The 2019-2020 Strategic Progress Plan was presented to the board for information. No questions raised about the report. A 1-page strategic goal progress report will be shared monthly in 2021.

(c) 2021 Board Work Plan

2021 Board Work Plan was presented to the board for information. During the next board meeting, Trustees will schedule time to discuss and update the work plan with three to five goals to accomplish in 2021. C. Liu requested that the strategic planning preparation scheduled in Q2 to be added to the work plan.

(d) Freedom to Read Week Proclamation Request

MOVED: That, Mayor Brodie be requested to proclaim February 21-27, 2021 “Freedom to Read Week” in the City of Richmond.

D. Hui/R. Leung.....CARRIED

i. Letter to Mayor Brodie re: Freedom to Read Week

A copy of the letter addressed to Mayor Brodie re: Freedom to Read Week was included for information.

ii. 2020 Proclamation

A copy of the 2020 Proclamation was included for information.

(e) Trustee Representation on the InterLINK ad BCLTA Boards

D. Lemon volunteered to represent the library on the InterLINK Board. C. Liu will remain in her Director role on the BCLTA Board until the AGM in May 2021.

i. InterLINK 2021 Proposed Board Meeting Dates

A copy of the InterLINK 2021 Proposed Board Meeting Dates was included for information.

(f) Provisional 2021 InterLINK Budget

MOVED: That, the Richmond Public Library Board receives the Provisional 2021 InterLINK Budget as information.

C. Liu/D. Hui.....CARRIED

**8. Standing Items**

(a) Roundtable Discussion

J. Oye provided an update from the Steveston Community Centre and Branch Library project. With Council approval in December, the committee is now moving on to the concept design phase of the project. Stakeholders, including the Building Committee, will participate in the charrette process February 10, 11, and 12 which will include opportunities for the public, including trustees, to observe progress at the end of each day.

D. Hui raised a question surrounding the Training and Development budget, regularly used for staff and Trustees to attend conferences and training seminars. S. Walters explained the majority of annual library conferences and workshops taking place in 2021 will be offered virtually. These opportunities will be posted on the board blog as they are made available and there is support for additional training opportunities identified by the Board during the workplan discussion at February’s meeting.

(b) InterLINK Report  
None.

(c) BCLTA Report  
None.

(d) Governance Committee  
None.

#### **9. Chief Librarian's Report**

S. Walters provided updates on the fine-free initiative and informed the board that the library is looking to a coordinated day or event in which it can be rolled out to the community. D. Cousar suggested targeting the rollout of the initiative with Valentine's Day and market it as the library's gift to the community. S. Walters will discuss this with marketing and the leadership team.

The library's 2021 budget was carried at the Council meeting as reported by L. McPhail and the library will begin posting vacancies via the new recruitment tool Taleo.

S. Walters noted that the library will continue to focus on digital materials until September given the new information surrounding the COVID-19 vaccine and its availability. S. Walters expects the library to begin a gradual return to pre-pandemic levels of service (Q2), with hours of operations and services expanded based on PHO guidance and as the vaccine becomes more readily available to all members of the public.

#### **10. Operations**

##### Management Reports

##### (a) Restoration of Services

The report was presented to the board for information purposes. No questions raised about the report.

##### Service Area Reports

##### (b) Community Development and Service Design

##### i. Inspire Curiosity Year End Update

The report was presented to the board for information purposes. No questions raised about the report.

#### **11. Items Included for Information**

##### (a) 2021 Board Calendar

The calendar was presented to the board for information. S. Walters informed the trustees there may be an adjustment needed for the March meeting to allow for the audited financial statements to be finalized and prepared. If so, an update will be provided to the trustees with a new date for the meeting as soon as possible.

##### (b) Trustee Recruitment Committee Report

The report was presented to the board for information purposes. No questions raised about the report.

**12. Other Business**

None.

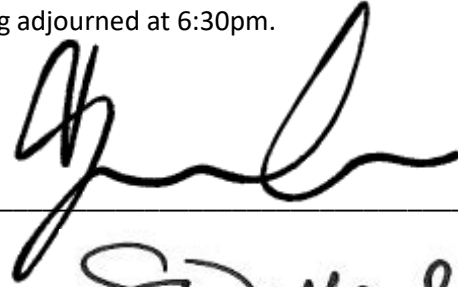
**Next Meeting**

The next Regular Board meeting is scheduled for **Wednesday, February 24, 2021 at 5:30pm.**

**Adjournment**

There being no further business, the Chair declared the meeting adjourned at 6:30pm.

CHAIR

A handwritten signature in black ink, appearing to be 'J. Swatters', written over a horizontal line.

CHIEF LIBRARIAN

A handwritten signature in black ink, appearing to be 'Swatters.', written over a horizontal line.