

**WEDNESDAY, JANUARY 26, 2022  
5:30 - 7:30pm**

Meeting held via Zoom videoconference

Board Present:

Caty Liu, Vice Chair  
Chaslynn Gillanders  
Denise Hui  
Diane Cousar  
Nabeel Abrahani  
Rachel Ling  
Sherine Merhi  
Linda McPhail, Council Representative

Susan Walters, Chief Librarian and  
Secretary to the Board

Staff Present:

Ping He  
Anne Bechard  
Iris Lee  
Shaneena Rahman  
Victor Lai

Guests:

Helen Varga,  
Representative, CUPE 718-  
05

Friends of the Library:

Betsy Blair, Chair, Friends of  
the Library

Regrets:

Jordan Oye, Chair

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**1. Call to Order and Welcome**

The meeting was called to order at 5:30pm. C. Liu acting as Chair provided the welcome and acknowledged new trustees Nabeel Abrahani and Rachel Ling.

**2. Approval of Agenda**

MOVED: THAT, the agenda be approved as presented.

S. Merhi/N. Abrahani.....CARRIED

**3. Election of 2022 Chair and Vice-Chair**

C. Liu turned the meeting over to S. Walters to run the election. 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. C. Liu resumed role as chair of the meeting.

**4. Business Section**

(a) Approval of Meeting Minutes

MOVED: THAT, the minutes of the regular meeting of November 24, 2021 be approved as presented.

S. Merhi/N. Abrahani.....CARRIED

(b) Business Arising

None.

(c) Correspondence

- i. November 18, 2021 – Letter of City Clerk’s Office re: Appointment of Council Liaison to the Richmond Public Library Board.
- ii. November 24, 2021 – Letters from Mayor Brodie re: Appointments to Richmond Public Library Board.

- iii. December 14, 2021 – Letter from Dave Frank, Chair, Richmond Community Foundation (RCF) re: 2021 Investment Income Available for Distribution.
- iv. January 10, 2022 – Email from Chief Librarian to Richmond Community Foundation re: 2021 Investment Income Available for Distribution

S. Walters to reach out to RCF and invite them to present an update on the library's endowment fund status and possibilities for growth at an upcoming meeting.

## 5. **Community**

### (a) Councillor's Report

A correction was noted to L. McPhail's report.

### (b) Friends of the Library (FOL) Report

B. Blair provided an update on FOL activities and thanked S. Walters for coming to the November 27 AGM (Zoom). The FOL space renovations are progressing, but on hold temporarily as a plumbing issue is addressed. There will be a spring book sale hosted at the Thompson Community Centre in March.

D. Hui joined at 5:40pm.

### (c) Summary of Customer Comments

No comments or questions on this report.

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

### (a) Freedom to Read Week

- i. Freedom to Read Week Report
- ii. Freedom to Read Week Presentation

The board expressed their appreciation for the presentation. Comments and questions were addressed by P. He.

### (b) Freedom to Read Week Proclamation Request

THAT, Mayor Brodie be requested to proclaim February 20-26, 2022 "Freedom to Read Week" in the City of Richmond.

R. Ling/D. Hui.....CARRIED

### (c) Role of the Librarian Report

No comments or questions on this report.

### (d) Strategic Plan

- i. 2019-2021 Strategic Goals Status Report
- ii. 2022 Priority Projects
- iii. 2019-2021 Strategic Plan Progress Update

The board noted that the three reports provided valuable information on the progress of strategic goal deliverables. Comments and questions surrounding the reports were addressed by A. Bechard and S. Walters.

### (e) 2022 Board Work Plan

The board was asked to review the work plan and bring suggested items to the February meeting where the board will discuss in further detail their objectives for 2022. It was noted that strategic planning will be a priority in 2022.

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(f) InterLINK

i. Trustee Representation and Board Meeting Dates

S. Merhi expressed interest in representing RPL. S. Walters will share item 6.0(f)i via email and connect with S. Merhi directly for further discussion.

ii. Provisional 2022 InterLINK Budget

THAT, the Richmond Public Library Board receives the Provisional 2022 InterLINK Budget as information

N. Abrahani/D. Cousar.....CARRIED

**7. Standing Items**

(a) Roundtable Discussion

C. Liu shared information regarding an upcoming library trustee meet-up offered by BCLTA. She noted her willingness to participate if either of the new trustees were interested and will follow up with them via email.

D. Hui referenced a recent incident that had occurred at another lower mainland library and acknowledged staff. S. Walters shared when RPL would debrief staff in regards to an incident; policies, procedures and training provided to support staff; and the mandate of the Joint Health and Safety Committee. S. Walters also noted the pandemic fatigue that is appearing to manifest in increased public frustration around established health and safety protocols such as mask wearing indoors.

(b) InterLINK Report

None.

(c) Fund Development Committee

D. Hui offered to send information to N. Abrahani and R. Ling if they are interested in joining the committee.

(d) Governance Committee Report

A report will be forthcoming at the next meeting.

**8. Chief Librarian's Report**

S. Walters shared that J. Oye and C. Liu had met with new trustees for orientation on January 6, 2022. She also shared that recruitment for new positions is continuing.

S. Walters noted that the Steveston Community Centre and Branch Library project is progressing and although the Building Committee completed their work on the concept design phase of the project, stakeholder representation continues to be integral to the project. More information on what that will include is expected shortly.

**9. Operations**

(a) Collections and Customer Service Delivery

Comments and questions surrounding the report were addressed by S. Rahman.

(b) Community Development and Service Design

The board noted appreciation for the Quiet Nights at RPL and the importance of baby-time programs for new parents. Comments and questions surrounding the report were addressed by A. Bechard.

(c) Innovation and Learning Development

The board asked about balancing activity vs. quiet space in the library related to podcast programming. Comments and questions surrounding the report were addressed by A. Bechard.

(d) Information Technology Operations

No comments or questions on this report.

(e) Marketing and Public Relations

No comments or questions on this report.

**10. Items Included for Information**

(a) 2022 Board Calendar

**11. Other Business**

None.

**Next Meeting**

The next Regular Board meeting is scheduled for **Wednesday, February 23, 2022 at 5:30pm.**

**Adjournment**

There being no further business, the Chair declared the meeting adjourned at 6:51pm.

CHAIR



CHIEF LIBRARIAN

