

## RICHMOND PUBLIC LIBRARY BOARD

Wednesday, April 29, 2015

Regular Meeting 5:30 p.m. to 7:30 p.m.

Administration Boardroom

### A G E N D A

Guests: Ms. C.J. James, Partner, Audit, KPMG  
Ms. Aanu Adeleye, Senior Manager, Audit, KPMG

1. Call To Order
2. Approval of Agenda
3. Presentation of Financial Statements:
  - (a) Audit Findings Letter Attached
  - (b) Management Representation Letter Attached
  - (c) Management Letter Attached
  - (d) Draft Financial Statements Attached
  - (e) Draft Report to City Council Finance Committee On Table

#### **RECOMMENDED MOTION**

*That the Richmond Public Library Board approve the 2014 Financial Statements as presented and staff be directed to complete the report to City Council Finance Committee.*

#### **EDUCATION SESSION:**

4. (a) Outline of Educational Session Topics Attached  
There will be no education session scheduled as staff have been fully engaged in preparing and training for the Sierra migration.

#### **BUSINESS SECTION:**

5. Approval of Meeting Minutes  
(a) Regular Meeting Minutes of April 1, 2015 Attached
6. Business Arising  
Items deferred April 1 meeting:
  - (a) 2015 City Capital Projects (Lee Anne Smith) Attached
  - (b) 2014 Activity Report to the Richmond Chinese School Foundation Attached  
(Wendy Jang)
  - (c) 2014 Provincial Library Grants Report to Libraries and Literacy Attached  
(Shelley Civkin)
  - (d) Update on City Report - Richmond Public Library Steveston Branch Short Term Options (Greg Buss)
7. Correspondence
  - (a) 2015 Grants from Ministry of Education Cover Letter Attached
  - (b) 2015 Grants from Ministry of Education Full Package Enclosed

**COMMUNITY:**

- 8. Report from Councillor Au
- 9. Report from Friends of the Library (*Alison Cormack*)
- 10. Summary of Customer Comment Forms Attached

**BOARD:**

- 11. Items For Decision and/or Discussion
  - (a) City Council Referral Report on Revenues and Expenses: Summary of April 1, 2015 Board Discussion and Further Analysis Attached
  - (b) Board Social – June 18 (to be confirmed)

**INTERLINK:**

- 12. InterLINK Report (*Mark Bostwick*)

**BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION:**

- 13. BCLTA Report (*Peter Kafka*)

**STAFF OPERATIONS:**

- 14. Chief Librarian Verbal Report
- 15. Program Reports
  - (a) Large and Special Event Programming (*Lee Anne Smith*) Attached
  - (b) Passover Matzo Making Program (*Shelley Civkin*) Attached
  - (c) Spring Break Programming (*Melanie Au*) Attached
- 16. Project Reports
  - (a) Sierra Migration Status Report (*Kat Lucas*) Attached
  - (b) Sierra Staff Training Report (*Kat Lucas*) Attached
  - (c) 2015 BC Library Conference (*Susan Walters*) Attached
  - (d) Quarterly Financial Report (*Bob McGall*) Attached
- 17. Jump Start Grant Letter of Intent (*Lee Anne Smith*) Attached

**ITEMS FOR INFORMATION:**

- 18. Invitation to Asian Heritage Month Special Event – May 5th Attached
- 19. Electronic edition of *Feliciter* – posted on Board Blog when available
- 20. Board Calendar and Work Plan Attached
- 21. Mr. Joseph Siqueira, Richmond Public Library's First Chief Librarian Attached

**OTHER BUSINESS**

**NEXT MEETING**

**Regular Meeting  
Wednesday, May 27, 2015  
5:30 to 7:30 pm**

**ADJOURNMENT**