

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, May 27, 2015

Present: Simon Tang, Chair
Susan Koch, Vice Chair
Alexa Loo, Alternate Council Liaison
Mark Bostwick
Kash Chahal
Traci Corr
Diane Cousar
Peter Kafka

Greg Buss, Chief Librarian and Secretary to the Board
Susan Walters, Deputy Chief Librarian

Regrets: Chak Au, Council Liaison
Robin Leung

ACTION

1. Call to Order

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

2. Approval of Agenda

MOVED: That the agenda be approved with the addition of 10(d)(ii) on table.

BOSTWICK/CORR.....CARRIED

EDUCATION SESSION

3. (a) An outline of educational session topics was included for information.

Staff have been fully engaged in preparing and training for the Sierra migration. The next education session will be scheduled in June.

BUSINESS SECTION

4. Approval of Minutes

(a) MOVED: That the minutes of the regular meeting of April 29, 2015 be approved as presented.

CORR/BOSTWICK.....CARRIED

5. Business Arising

None.

6. Correspondence

None.

COMMUNITY

7. Report from Councillor Au

No report.

8. Report from the Friends of the Library

ACTION

Alison Cormack reported that the Friends are attending Doors Open on June 5/6 and will have a mini sale in Brighthouse branch.

9. Customer Comment Forms

A summary of comments was included for information.

BOARD

10. Items for Decision/Discussion

(a) The 2014 Statement of Financial Information

- i. Background information on the Statement of Financial Information was included.
- ii. The 2014 Statement of Financial Information was included.
- iii. A description of key expenses was included.

MOVED: That the Richmond Public Library Board approve the Statement of Financial Information for the year 2014.

KOCH/KAFKA.....CARRIED

(b) Board Social. Simon noted that several Board were unable to attend the June 11 event, so it will be rescheduled in the fall.

STAFF: add to agenda in September

(c) The Fund Development workshop has been rescheduled to Wednesday, June 10. This will be the initial orientation to fund raising. The Board requested an action plan be prepared for the meeting and that minutes and presentation materials be distributed as soon as possible after the meeting.

STAFF: add to agenda

(d) The Canada 150 Community Infrastructure Program – Possible Project

- i. A description of program funding was provided.
- ii. The proposal for The Launchpad, Brighthouse Library was provided on table.

Greg noted that the deadline for providing information to the City of Richmond was today, so that our application can be included in a report to Council on June 1st. The city will complete the application to the granting agency by June 17th.

Greg noted that The Launchpad proof-of-concept project was launched last August, using existing space by moving material elsewhere on the floor. This project was completed with simple signage and purchasing some inexpensive equipment. 3D printing was highly successful and staff are preparing to launch the next services, including robotics, computer coding, scanners and laminators.

The proposed infrastructure project is a minor renovation of The Launchpad space to house permanent services providing the full range of digital services outlined in the library's Strategic Plan and make the space more usable, flexible and able to respond to customers' needs. Library staff are touring VPL's Imagination Lab on May 28th for inspiration.

The Board asked what our options are if Council does not approve our request. Greg noted we could scale down our project and fund internally. The \$180,000 project was chosen because we believe that the City may approve several small projects and the federal government granting agency may want to approve a variety of projects. The Board discussed opportunities for fund development to support this project. Greg also noted our Strategic Plan includes a capital request for renovation in 2016.

ACTION

Councillor Loo noted that the project ties in well with Council's Youth Strategy Plan.

The Board asked if we partner with the Media Lab? Greg noted that Media Lab has a more limited demographic than the library, but we have had complementary programs and lots of interconnection.

We are exploring new technologies with new people in The Launchpad, to get new groups of customers interested in different issues. The challenge is to keep community interest refreshed, continue to bring in new people and provide appropriate equipment.

Councillor Loo asked if other branches are involved. Greg responded that we have the mechanism to do that using the mobile kids learning lab, which Council supported.

Simon will contact Councillor Au to update him.

INTERLINK

11. InterLINK Report

Mark reported that InterLINK has elected a new chair, John Schaub from VPL. After a recent workshop, InterLINK is developing a new Board manual covering policies and roles. InterLINK will soon put out a request for proposal for a Strategic Planning consultant, and governance review would be a key part of this project.

InterLINK also conforms to standard financial reporting to the Province. Greg noted he is on the InterLINK Finance Committee.

Peter questioned if InterLINK's Board should be made up of Trustees, as our representative makes recommendations without consulting the library's Board first. InterLINK is well served by library staff sitting on the advisory committees.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION

12. British Columbia Library Trustees Association Report

Simon congratulated Susan Koch on election to the BCLTA Board and thanked Peter for his service. BCLTA is a trustee organization whose primary role is education and advocacy.

Susan noted she attended her first BCLTA Board meeting. The BCLTA Board is composed of 10 members from across the province. BCLTA is hiring a new administrator and preparing an advocacy session to the Union of BC Municipalities meeting September 21 to 25 in Vancouver.

Traci noted she attended the TOP session on May 22nd and the conference on May 23 and found it valuable. Simon attended the Saturday sessions and was reassured by the sessions and by conversation with fellow Trustees from across the province that Richmond is addressing the relevant issues and making good progress.

STAFF OPERATIONS

13. Chief Librarian's Verbal Report

Greg reported that he attended the BCLA conference and found the Edmonton Public Library session interesting. EPL received the Library of the Year award from the American Library Association. This achievement took eight years of change and moving quickly and confidently to try new things.

ACTION

Another session attended was with the Vancouver City Manager. Greg noted that Vancouver Public Library can identify goals and objectives of the City, quickly develop programs that support them and effectively communicate that to the City. We strive toward this effectiveness.

Susan noted that RPL hosted the BC Library Directors group, provided tours for BCLA delegates and presented at conference on Create & Learn. Their presentation was well received and well attended. The trade show was also interesting. We are always looking for different technologies and currently exploring self-pay self-checkout machines.

14. Program Reports

- (a) Lee Anne Smiths' report on Large and Special Event programming was included.
- (b) Melanie Au's report on Summer programming was included. Melanie reported that sometimes when an at-risk family finds out about our program we are already full, so we are working with Touchstone and other services to identify these families and reserve spots for them. Councillor Loo asked if we had identified confidential ways to process their registrations. Melanie will ask Family Place for their input and pursue confidential registration.

The Board asked if we consider teen volunteer experience. Melanie confirmed we do, and also look for potential leadership qualities.

- (c) Shelley Civkin's report on English Corner was included.
- (d) Shelley Civkin's report on ESL Book Club was included.
- (e) Lee Anne Smith's report on Seed Library and Tech Lab was included. The Board asked what other libraries have a seed library. Lee Anne reported that Greater Victoria Public Library was the model for this non-traditional collection, based on their success with community involvement.

15. Project Reports

- (a) Kat Lucas' April report on Sierra Migration was included. Kat described Sierra as the system that controls collections, customer records and other back-of-house data. Staff training is intensive as we prepare for going live. We are on schedule and on track for a successful implementation. Users won't see a lot of changes but our catalogue will look different for a week. The biggest adjustments will be for staff.

Once successfully implemented, we will add more products including statistics, acquisitions, program registration and in the fall we will implement the new fine structure and loan periods.

16. Vancouver Foundation – Richmond Public Library Endowment Fund

The Vancouver Foundation disbursement of \$11,497.01 for the period April 1, 2015 to March 31, 2015 was included. This disbursement from our endowment fund will be applied to furniture and equipment for the Ironwood branch to complement the renovation work being done.

Susan noted that Ironwood is getting new carpeting and the Ask Me desk will be removed to make room for group seating and some Launchpad services. Open hours will change for the demolition and carpet installation. The collection at this branch will be reviewed, weeded and updated.

ACTION

Steveston is also being refreshed using some of the funds received from Council. Unique items are being pulled and sent to Brighthouse, while 75 boxes of new material, fiction, popular material and older adult material are ready to be delivered to Steveston.

ITEMS FOR INFORMATION

- 17. The multimedia podium purchased with Board donations was demonstrated in the room. This lockable furnishing houses all program materials and equipment. It can be conveniently rolled directly to the program area, reducing staff time to prepare and set up for programs, and provides an ergonomic platform for presenters. A plaque acknowledging the Board's donation has been applied to the furnishing and staff extended their appreciation for the thoughtful donation.
- 18. A link to the electronic edition of *Feliciter* Vol. 61 No.1 (Spring 2015) "Future Skills, Future Professionals" was recently posted on the Board Blog. Links to future editions will be posted when available.
- 19. The Board Calendar and Work Plan were provided for information.

OTHER BUSINESS

None.

NEXT MEETING

The workshop on Fundraising is scheduled for **Wednesday, June 10, 2015 at 5:30 p.m.**

The next Board meeting is scheduled on **Wednesday, June 24, 2015 at 5:30 p.m.**

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:20 p.m.

VICE CHAIR Susan L. Koch

CHIEF LIBRARIAN Greg Burn