

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, May 25, 2016

Present: Simon Tang, Chair
Susan Koch, Vice Chair
Traci Corr
Chaslynn Gillanders
Robin Leung
Jordan Oye
Arseniy Shchedrinskiy

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

Regrets: Diane Cousar
Chak Au, Council Liaison
Alexa Loo, Alternate Council Liaison

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 as presented.

SHCHEDRINSKIY/GILLANDERS.....CARRIED

EDUCATION SESSION

3. (a) An outline of educational session topics was included for information.
- (b) Wendy Jang presented the Refocussed Multicultural and Chinese Community Services Plan.
- (c) Wendy Jang presented the Refocussed Multicultural and Chinese Community Services Plan Charter

Wendy reported on Richmond's major ethnic groups, major spoken languages and planning areas. Our multilingual collection includes 10 languages.

Wendy reported that she is developing specialist volunteers to assist in readying the Special Collection on Chinese Culture for public use.

Wendy highlighted programming for ESL/Newcomers, our Multicultural community and our Chinese community, including where we want to be for each programming group, and what needs to be done to get there.

The Board asked if we work with MOSAIC. Wendy noted that we have in the distant past, but not recently. She will reach out to them.

The Board asked if we have statistics on the percentage of circulation that is in other languages. Staff will provide this statistic.

The Board asked if the time that it has taken to prepare the entire Dr. Lee collection was expected. Wendy noted that a portion of the collection has been circulating for a couple years and the special collection remains a work in progress

Wendy: Contact MOSAIC

Staff: provide statistic

ACTION

while we identify subject specialists who can help us prepare it for use.

The Board noted that the 2016 census findings won't be out for at least a year and asked if we can anticipate the same trends? Wendy noted she believes there is an increase in Mandarin speakers but cannot anticipate what will happen with languages that were declining (Punjabi and Spanish) in our community.

The Board asked if there will be a challenge getting volunteers to catalogue the Dr. Lee Special Collection. Wendy noted that she is looking for volunteers to help fine sort the collection and put it in order making material easier to find, but this is not cataloguing. Cataloguing requires a level of detail that would take years to complete for a collection of this size.

The Board asked about First Nations resources and which department would develop programming. Melanie Au noted that she is working with the Aboriginal Education Committee and their emphasis is on public education. First Nations programming would not fall under the Multicultural and Chinese Community Services as First Nations are not considered nor do they consider themselves part of the "multicultural" category as they were present before the new cultures arrived.

Lee Anne noted that the library is participating in Aboriginal Day on June 21st with displays and films. Melanie is working with the school board as well.

4. Approval of Minutes

(a) MOVED: That the minutes of the regular meeting of April 27, 2016 be approved as presented.

(b) MOVED: That the minutes of the closed meeting of April 27, 2016 be approved as presented.

CORR/OYE.....CARRIED

5. Business Arising

None.

6. Correspondence

(a) A letter from the Vancouver Foundation dated May 9, 2016 was included.

(b) The Richmond Public Library Endowment Fund Statement at March 31, 2016 was included.

COMMUNITY

7. Report from Councillor

None.

8. Report from the Friends of the Library

Betsy Blair reported that donations continue to arrive at a steady rate even during a time that had been quiet in the past. Friends are busy sorting and boxing books and planning for the next sales. Betsy asked if it was better for the Friends to donate to the Richmond Community Foundation or the Vancouver Foundation. Greg thanked the Friends for the support and recommended that they continue donating to the Richmond Community Foundation.

9. Customer Comment Forms

A summary of comments was included for information.

BOARD

10. Items for Decision/Discussion

(a) 2015 Statement of Financial Information (SOFI)

- i. Background information was provided.
- ii. The 2015 Statement of Financial Information was provided.
- iii. A description of key expenses was provided.

MOVED: That the Richmond Public Library Board approve the Statement of Financial Information for the year 2015.

LEUNG/KOCH.....CARRIED

(b) Board Policy Manual Review – Group 2

The Board discussed the following items:

5.2.2 The Board asked if the BC One Card program is still going on. Greg responded that it is, and most circulation activity is through InterLINK libraries.

5.4 The Board asked for an explanation of user fees. Greg responded that fees in the past did not cover costs but are a mechanism to ensure that program participants are registered and attend. Greg will revise this item and bring it back to the next meeting.

5.7.7 The Board asked if we enforce parental responsibility for not leaving children unattended. Greg reported that staff are trained to deal with these situations and will call the police if parents cannot be found. The Board asked if signage was available. Greg reported that we do not have signage describing parent/guardian responsibility for children.

5.9 The Board asked if there was language in the Internet Policy prohibiting sexually explicit material. Mark confirmed that it appears in the usage policy which members agree to before using library computers or connecting to library Wi-Fi.

6.1.2 The Board discussed the first sentence on intellectual freedom and recommended the sentence structure be revised. Greg also noted that the Canadian Library Association (CLA) has been replaced by the Canadian Federation of Library Associations, a newly created organization intended to be the national voice of Canada’s library communities. The CLA policy on intellectual freedom will be replaced with a similar text, the Position Statement of the Book and Periodical Council.

6.1.3 The Board suggested the minimum criteria is meeting guidelines “and priorities” and that this phrase be added.

8.4. The Board requested that the month be removed from the annual staff appreciation event, as the timing may change.

All other edits presented were accepted.

ACTION

Staff:

Update policy documents and post on the Board Blog.

Staff: update section 5.4 for June.

Staff: Investigate risks and signage.

Staff: update section 6.1.2 for June.

Staff: update section 6.1.3 for June.

INTERLINK

11. InterLINK Report

Robin reported that the next InterLINK meeting is next week.

- (a) A reminder of the June 15th workshop titled "Outcome Measures: What Should We Be Looking At?" was presented on table.

[Note: Location is the Cultural Centre Performance Hall. The event will be filmed and made available to all Trustees.]

ACTION
Staff: Send details of workshop location.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION

12. British Columbia Library Trustees Association Report

Susan Koch reported that the Trustees conference was a success and that she is the Treasurer for the next year.

Chaslynn noted it was interesting, particularly the discussion of engagement with City Council and information on other organizations.

Jordan noted that others struggle with the same issues we do and it was interesting to hear that.

- (a) The May 2016 Bulletin was included.

STAFF OPERATIONS

13. Deputy Chief Librarian's Report

- (a) Susan Walters reported on Operational Highlights for May.

Susan reported that a meeting is scheduled with the City and the architect to begin the Launchpad renovation. The annual report to the Community is nearly ready. Summer programming promotion is beginning. Digital Services staff are attending a Maker Faire, and are the only public library staff invited to host a booth.

Susan introduced Allen Chi, who was recently hired as the Coordinator, Information Technology.

- (b) Susan reported that 10 staff were sent to the BC Library Conference. We had over 30 people come to the Brighthouse branch for tours and have been contacted by others who couldn't attend but requested private tours.

14. Program Reports

- (a) Lee Anne Smith's report on Selected Adult Programs and Outreach was included.

Lee Anne highlighted the *Doors Open* event June 4 and 5, and the *Sweet Designs with Purdys Chocolatier* event on June 18, which will include a demonstration of their 3D chocolate printer.

- (b) Melanie Au's report on Summer Programming was included.

Melanie noted that staff are experimenting with measurements and ways of counting. Melanie explained that core competency terminology is part of the new BC curriculum and staff education about terms is required.

- (c) Melanie Au's report on Heritage Fair was included.

- (d) Anne Bechard's report on RoboSports was included.

ACTION

15. Project Reports

- (a) Mark Ellis's report on the April 2016 Member Feedback Survey was included.
- (b) Mark Ellis's report on the policy change effects on circulation and related statistics was included.

Both reports will be discussed in more detail at the June 8th Special Meeting. Mark noted that other non-profits have lower participation rates so we are happy with the response.

The Board asked when we last made changes to the fine structure. Greg reported that was several years ago.

The Board asked if we could determine how many customers borrow at the top end of the borrowing limit.

The Board noted that in most of the questions 50% or more of respondents indicated they had not changed their borrowing habits.

Greg noted that it may take more time and analysis to determine the consequence of the cut in hours on Monday and Friday, beyond customer inconvenience.

- (c) Lee Anne Smith's report on the Community Volunteer Program was included.

Lee Anne noted another recruitment for volunteers took place in April.

The Board suggested connecting with high schools, as student are required to serve as volunteer in their curriculum. Lee Anne noted that we do offer volunteering for Richmond high school students.

Staff: determine this statistic.

ITEMS FOR INFORMATION

- 16. A May 9, 2016 article from *The Globe and Mail* "Get thee to a Library: It's more important than ever" was included.
- 17. An April 14, 2016 article from *The Atlantic* "Fewer Americans are Visiting Local Libraries – and Technology Isn't to Blame" was included.
- 18. The Board Calendar and Work Plan were provided for information.

OTHER BUSINESS

None.

NEXT MEETING

A Special Board meeting is scheduled for **Wednesday, June 8, 2016.**

The next Regular Board meeting is scheduled on **Wednesday, June 29, 2016.**

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:45 p.m.

CHAIR

CHIEF LIBRARIAN