

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, November 24, 2010

Present: Arlene Yoshikawa, Chair
Pat Watson, Vice Chair
Councillor Linda Barnes
Mark Bostwick
Lyn Greenhill
Peter Kafka
Sanjiv Khangura
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Dulce Cuenca

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:15 pm.

2. Approval of Agenda

MOVED: That the agenda be approved as presented with the addition of items 9(c), 9(d), 12(a)(i) and 12(f) presented on table.

WATSON/BOSTWICK.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of October 27, 2010 be approved as presented.

BOSTWICK/KHANGURA.....CARRIED

4. Business Arising

(a) A report of outstanding items to be brought forward was included for information.

5. Correspondence

(a) A letter dated October 28, 2010 to George Abbott, Minister of Education was included for information.

(b) A letter dated November 3, 2010 to Mayor and Council thanking them for hosting the Civic Appreciation Event was included for information.

MOVED: That the correspondence be received.

BARNES/KAFKA.....CARRIED

COMMUNITY6. Report from Councillor Barnes

Councillor Barnes thanked Arlene for the Annual Report presentation on November 22nd and thanked the support Trustees and Friends of the Library who attended. Council appreciated having several representatives of the Library in the audience.

Councillor Barnes noted that the preliminary budget is now being reviewed and approval is not expected until the New Year. Council did receive a memo from Andrew Nazareth detailing the financial questions posed at the Annual Report presentation, which she will share with the Library Board.

7. Friends of the Library

Betsy Blair reported that the Friends held their Annual General Meeting on November 20th. They reviewed the library's 2010 wish list and contributed \$25,000 to purchases. As well, the Friends committed \$5,000 to the Richmond Community Foundation Endowment Fund, for a total donation of \$30,000.

Betsy noted that the Friends would appreciate a demonstration of the automated sorting equipment in the New Year.

8. InterLINK Report

No report.

9. British Columbia Library Trustees Association Report

Arlene reported that she will continue to work on the conference and nomination committees, and that she has accepted a role as Trustee Orientation Program (TOP) trainer to start in 2011.

(a) Peter Kafka's nomination for the position of Director on the BCLTA Board was included for discussion.

(b) The Board policy on nominations to other Boards was included for discussion.

MOVED: That the Library Board approve the nomination for Peter Kafka to stand for Director of the BCLTA Board, with election at the conference in April 2011.

GREENHILL/WATSON.....CARRIED

(c) Notes from the conference call between BCLTA, BCLA, ABCPLD and the Deputy Minister of Education on October 21, 2010 were included on table for information.

(d) Information on the BCLTA Awards Program was included on table for information.

MOVED: That the Library Board put forward a nomination for Arlene Yoshikawa for the award for which she best qualifies.

WATSON/GREENHILL.....CARRIED

10. Customer Comment Forms

Arlene noted that the customer comment forms were on the table for review.

(a) Summary of Comments

The summary of comments is included in the Board package for information.

BOARD11. Activities

(a) Richmond Chinese Community Society dinner. Pat attended this entertaining and fun fundraising event.

(b) Richmond Community Foundation Reception. Lyn attended this 25th Anniversary party on our behalf.

(c) A summary of staff being recognized at a special ceremony on November 25th was included for information.

(d) The calendar and work plan were included for information.

Arlene reported that she attended a recent SUCCESS Volunteer Appreciation event honouring 2010 volunteers and community partners. She received a certificate on behalf of the library and presented it to the Board.

A Strategic Planning Steering Committee meeting will be set for January and a School Board meeting is still to be determined.

12. Governance

(a) Speaking notes for the annual report to council were included for information. The Board discussed the surplus amount in detail. The referral to council will explain the purpose of the surplus.

(i) A list of questions asked by Council members and responses given was included on table for information.

(b) A Fund Development status report for November was included for information.

(i) A draft letter for approaching corporate donors was included for discussion. The Board confirmed that this letter will be personalized. A list of specific projects was suggested, similar to the FOL Wish List. This letter will be brought back to the Board with a list of potential donors.

(ii) A memo dated November 18, 2010 from Shelley Civkin reminded Board and staff of the *Celebrate With Books* campaign.

(c) A Policy Development status report for November was included for information. The review of *Privacy Guidelines for British Columbia Libraries* will start after January 2011 to include the new Board members.

(d) A Strategic Planning Steering Committee status report for November was included for information.

(i) A draft of the library's response to social needs of the community was included for information.

(e) The 2010 Board Self Evaluation Survey results were included for discussion.

- (f) An excerpt of the Regular Council Meeting minutes of November 22, 2010 was included on table. 2011 Trustee Appointments were announced and the Board congratulated Pat Watson on a two-year reappointment. Diane Cousar and Susan Koch will join the Board in January 2011. Councillor Barnes noted that she was asked by Council if the Board targets selected skills, if the Board creates a committee to review applications and if staff sit on that committee. The Board does review skills and targets for gaps, does create a review committee which interviews every applicant, and the Chief Librarian does sit on the committee in a support role but does not take part in the decision.

STAFF OPERATIONS

13. Monthly Statistics

- (a) Recent Richmond Public Library statistics were presented for information.

14. Strategic Plan Project Reports

- (a) A report from Wendy Jang on World Food Day was included for information.
(b) A report from Wendy Jang on Brighthouse Science Bash was included for information.
(c) A report from Wendy Jang on Remembrance Day Celebrations was included for information. This event was the first of its kind at the library and was successful. Several improvements are planned for next year, including keeping the jeep in the branch for a longer period.

15. Status Report on Emergency Preparedness

A report from Beryl Jeffrey was included for information. The Board discussed risk management in terms of emergency preparedness in detail. It was suggested that the next status report on emergency preparedness be incorporated in an annual review of risk management prior to October 2011.

16. Fines Review

- (a) A summary of InterLINK Fines Survey was included for information.
(b) Fines review and staff recommendations were included for discussion. Greg noted that we lost the ability to collect fines online when we changed to Virtua and are working toward online ability in the near future. The Board discussed approaching the concept of fines from a positive angle instead of a negative, as the customers who need our service the most are the ones who can least afford fines. For example, we fine for late returns, but do not reward for early returns.

It was noted that Fraser Valley is eliminating children's fees for a six month pilot project.

Further discussion was tabled to January 2011.

17. Ebooks Web Page and Flyer

A flyer produced by the library describing ebooks and providing download with Library to Go instructions was included for information. Greg reported that CULC is trying to discuss borrowing options with ebook vendors as a group representative. The Board discussed non copyrighted and scholarly materials. Pat offered to provide market research details from her contacts in the industry.

18. Giant Mail Box and Write to Santa Event

A memo from Virginia McCreedy describing the World's Largest Mailbox that will be set up in the plaza in front of the library on December 5th was included for information.

19. Other Business

This is the last Board meeting for Arlene Yoshikawa and Lyn Greenhill. The Board thanked them for their dedicated service as Board members over the past seven and eight years respectively.

20. Date of Next meeting

The next meeting is **Wednesday, January 26, 2011 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:45 p.m.

VICE CHAIR



CHIEF LIBRARIAN

