

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, November 26, 2008

Present: Arlene Yoshikawa, Vice Chair
Albert Beh
Mark Bostwick
Dulce Cuenca
Bill McNulty, Councillor
Leslie Wilson
Pat Watson
Ariel Yeh, Leadership Richmond Youth Now volunteer

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Lyn Greenhill, Chair

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of items 9(b), 9(c), 9(d) and 17 on table.

BOSTWICK/WATSON.....CARRIED

3. Approval of Minutes of October 29, 2008

MOVED: That the minutes of the Regular Board Meeting of October 29, 2008 be approved as presented.

BEH/WILSON.....CARRIED

4. Business Arising

None.

5. Correspondence

(a) A letter dated October 15th from East Richmond Community Association was included for information.

(b) A letter dated November 17th to Dulce Cuenca was included for information.

MOVED: That the correspondence be received.

WATSON/BEH.....CARRIED

COMMUNITY6. Report from Councillor McNulty

Bill reported that the new council will be sworn in on Monday, December 1st. The Library's Council representative will be appointed then. Bill challenged the Board to work towards community school library for the Hamilton area, working with the School Board and the Provincial Government. Bill indicated that there may possibly be a review of the 2009 operating budget in light of current economic conditions.

7. Friends of the Library

Laria McKee reported that the fall book sale receipts were lower than expected and presented a cheque for \$36,400 for our wish list items, which was received with gratitude.

8. InterLINK Report

Leslie Wilson reported that the Strategic Plan is underway and the next Strategic Plan meeting is in early January. The 2009 draft budget will be presented to us in January.

9. British Columbia Library Trustees Association Report

(a) An email dated November 13, 2008 regarding hosting a TOP workshop in 2009 was included for information. Greg will follow up with Errin regarding timing and possible locations in Brighthouse Branch.

(Bill McNulty left the meeting at 7:30 pm.)

(b) An email dated November 20, 2008 regarding update on BCLTA Board Activities was provided on table for information. Arlene reported that Conference coordinating is continuing well. The Board discussed the annual awards reception and did not support charging for a banquet. Arlene also reported that the proposed changes to BCLTA's constitution have been amended slightly. The proposals will be that quorum be no less than 20 members, a provision for proxy voting will be included, and rate increases will be reconsidered.

(c) An email dated November 23, 2008 regarding the Library Act – Legislative Review Process was provided on table for information. Arlene reported that copies of the Legislation will be available at the December 10th special meeting and legislation review will be on the January board agenda.

(d) The current issue of BCLTA's Open Door newsletter was provided on table for information.

10. Customer Comment Forms

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

Mark Ellis reported that the virus comment was due to the hacking attacks reported last month and happened because the person didn't have virus protection software on their computer.

(a) Summary of Comments

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

11. Hamilton Community Space Feasibility Study

Greg noted that a library is the community's second priority after childcare. The study has yet to identify funding sources. Greg noted that a library representative will attend the January 8th meeting if appropriate.

BOARD**12. Activities**

(a) The second annual Staff Appreciation event was attended by many Board members, who reported that the event was successful in reaching its goals – conveying awards and the Board's recognition to staff. The Board appreciated the speaker's notes, the photographer, and including family and children.

(b) Pat reported that she would attend the next Leadership Richmond Youth Now conference with Ariel.

(c) A memo from Shelley Civkin regarding Celebrate with Books was included for information.

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

13. Governance

(a) 2008 Board Self Evaluation Survey results were discussed. The 2009 Survey Report will be presented in January.

(b) Policy Committee notes from November 13th were discussed. Privacy policy will be reviewed and further developed in 2009.

STAFF OPERATIONS**14. Monthly Statistics**

Recent statistics were presented for information. Brighthouse gate counts will be reviewed and revised as they were miscounted for a portion of time in October.

15. Human Resources Activity Report

(a) An update of activity from April 1 to October 31, 2008 was presented for information.

(b) Various activity statistics were presented in detail.

The Board discussed these statistics and Greg asked for feedback on developing more informative information to identify trends for analysis.

Pat suggested turnover rate, the calculation of terminations by months/years of employment, and benchmarking with other libraries to understand industry trends.

Greg also suggested inviting new hires to selected meetings to be introduced to the Board, perhaps twice per year.

(c) Training and development opportunities for Board and staff for 2008 were included for information.

16. Strategic Plan Report

A memo dated November 19th regarding the Sponsor-a-Book-Club-Title Program was provided for information. Shelley Civkin spoke to this report indicating the continued success of the program.

17. Other Business

(a) Beryl Jeffrey presented a report on table for information regarding the impact of Statutory Holidays on staffing levels over the Christmas season. Sunday, December 28th will result in skeleton staffing levels. Steveston may be closed for a few days during the holiday week for flooring replacement. If so, staff will be redeployed at Brighthouse.

(b) Arlene congratulated staff on the recent BC 150 celebration, highlights of which were the visit by Olympic Mascots and a popular puppet show.

18. Date of Next meeting

The next meeting is **Wednesday, January 28, 2009 at 7:00 pm.**

Adjournment

The meeting was adjourned at 8:35 pm.

VICE CHAIR



CHIEF LIBRARIAN

