

WEDNESDAY, JULY 27, 2022**5:30PM - 8:30PM**

Meeting held via Zoom video conference

Board Present:

Jordan Oye, Chair
Cathy Liu, Vice Chair
Chaslynn Gillanders
Denise Hui
Diane Cousar
Rachel Ling
Sherine Merhi
Linda McPhail, Council Representative

Staff Present:

Anne Bechard
Charles Leung
Iris Lee
Linden Jessome
Shaneena Rahman

Guests:

Helen Varga, CUPE 718-05

Friends of the Library:

Betsy Blair, Chair

Susan Walters, Chief Librarian and
Secretary to the Board

Regrets:

Nabeel Abrahani

1. Call to Order and Welcome

The meeting was called to order at 5:30pm with J. Oye providing the welcome.

2. Approval of Agenda

MOVED: THAT, the agenda be approved as presented.

S. Merhi/C. Liu.....CARRIED

C. Gillanders joined the meeting at 5:33pm

3. Business Section**(a) Approval of Meeting Minutes**

S. Merhi noted a correction to the attendee section of the previous meeting minutes.

MOVED: THAT, the minutes of the regular meeting of June 29, 2022, be approved as amended.

D. Cousar/C. Liu.....CARRIED

R. Ling joined the meeting at 5:34pm

(b) Business Arising

None.

(c) Correspondence

- i. June 29, 2022 – Letter from Public Libraries Branch re: 2022 Public Library Grant Award
- ii. July 15, 2022 – Letter from RPL Board Chair to Public Libraries Branch re: 2022 Public Library Grant Award
- iii. July 19, 2022 – Memo from Chief Librarian to Mayor and Councillors re: 2022 Summer Reading Activities and Finale

No comments or questions on the correspondence.

4. Presentation**(a) 2021 Annual Report Presentation: Richmond Public Library Highlights from 2021**

J. Oye noted that he and S. Walters presented the library's 2021 Annual Report to City Council on July 25, 2022. In addition to the print report, a short video was played to highlight key initiatives. He noted that the presentation was well received by Council and the video was played for the board. No comments or questions on the video presentation or the Annual Report to Community.

5. Community**(a) Councillor's Report**

L. McPhail added to her report that the form and character design for the Steveston Community Centre and Branch Library was passed at the July 25, 2022 Council meeting. The approval of this stage will allow staff to continue to detailed design as well as enabling works and site preparation for construction of the new facility.

In addition, she noted the inclusion of the Council's Strategic Plan 2018-2022 Term Highlights report for any trustees interested in learning more about Council goals and an overview of what has been accomplished during the last 4 years.

J. Oye thanked L. McPhail for her support at the City Council meeting on July 25, 2022.

(b) Friends of the Library (FOL) Report

B. Blair noted that FOL is still waiting to receive their building permit, but payment has been made to the City and she is hopeful it will be forthcoming.

The FOL are looking for around 1600 sq. ft. of storage space for October and November to house books, furniture and other materials. S. Walters has contact information from V. Lai and will reach out to the City to confirm space is still available.

A sidewalk sale took place last weekend at the Cambie branch netting around \$1400 in sales. The next sale is scheduled for August 6, 2022.

(c) Summary of Customer Comments

No comments or questions on the report.

6. Board – Items for Decision and/or Discussion**(a) 2023 Draft Operating Budget**

S. Walters presented the budget to the board noting a number of drivers which have caused an increase to the proposed operating budget. S. Walters added that the one-time transfer from the Budget Stabilization fund has been removed from this draft, but may have to be reintroduced to reduce the budgetary increase.

S. Walters shared that she received an update to the insurance costs listed in the budget. The cost will increase by \$24,000 due to value increases and inflation over the last 3 years.

Surplus funding continues to be used for capital projects to help eliminate the need for additional levels funding requests to City Council.

In response to a question from D. Cousar in regard to professional fees, S. Walters noted that 2021 projects were funded from 2020 surplus, but weren't realized until Q1 2022 due to fulfillment delays, and are balanced out in the transfer from surplus funding.

In response to a question from C. Liu in regard to the operating budget increase, S. Walters stated that additional causes of increase come from salaries and benefits due to recent Employee Standards Act legislation of paid sick leave days which historically have not been budgeted for.

In a follow-up question from C. Liu in regard to potential budget cuts to reduce the budget increase, S. Walters noted that the budget is already fairly lean and the most viable way to reduce this increase would be to transfer funds from the Budget Stabilization fund, however this would only postpone the increase to subsequent years.

S. Walters added that the Fund Development Committee continues to look at leveraging donations to increase revenue which could support additional programs and services the library would like to provide to the community.

(b) Board Policies

- i. Table of Contents
- ii. Fund Development, Library Gift In-Kind Donations, Special Donations, Sponsorship, and Friends of the Richmond Library Society policies

Policies from the previous meeting were included for final review by the board.

C. Gillanders noted that while the City owns the library buildings, the library could further explore the possibility of naming program rooms and spaces inside the branches. She added there could be an opportunity to name rooms reflective of the Indigenous lands on which the branches are located, provided it is done in consultation with the Indigenous community. While the name would be gifted by the community, C. Gillanders would like to see language supporting this added to the Naming Opportunities section of the Fund Development policy.

J. Oye suggested removing the Naming Opportunities section from the Fund Development Policy and returning it to the Governance Committee to develop wording and incorporate feedback from C. Gillanders. Once complete, this will be returned to the policy for review by the board.

MOVED: THAT, the Richmond Public Library Board adopts the Fund Development, Library Gift In-Kind Donations, Special Donations, Sponsorship, and Friends of the Richmond Library Society Board Policies but refers the Naming Opportunities section of the Fund Development policy back to the Governance Committee for review.

D. Cousar/R. Ling.....CARRIED

7. Standing Items

(a) Roundtable Discussion

D. Hui saw coverage of the Drag Queen story time online and was disheartened to see protestors present during the event. However, she was pleased to note that the library addressed the situation swiftly via social media and remains steadfast in its support of the LGBTQIA2S+ community.

She added that Bryan Bone (aka Miss. Gina Tonic) will be hosting a speaking event at the South Arm Community Centre at 5:00pm on July 28, 2022 for any trustees interested in attending.

J. Oye echoed D. Hui's comments of how the situation involving the protestors was handled.

(b) Steveston Community Centre and Branch Library

J. Oye reiterated that the form and character design for the Steveston Community Centre and Branch Library was passed at the July 25, 2022, City Council meeting and added that they will be moving forward with more detailed designs soon.

J. Oye will send an email to the board seeking trustee participation on sub-groups for the new facility. Sub-group areas could focus on topics such as room use, locks, washrooms, etc. The dates and times will be determined after sub-groups have been established. The deadline for trustees to submit their interest is July 28, 2022, by noon.

(c) InterLINK

The next meeting is in September. S. Merhi shared updates from the May meeting with J. Oye via email.

(d) Finance Committee

A meeting will be forthcoming.

(e) Fund Development Committee

None.

(f) Governance Committee

None.

(g) Trustee Recruitment Committee

J. Oye informed the board that D. Cousar has decided to step down from the board after concluding her term later this year.

N. Abrahani, R. Ling and J. Oye will make up the Trustee Recruitment Committee this year. C. Liu will support as needed.

8. Chief Librarian's Report

S. Walters shared that the BC Library Partners are currently planning an Open House during the UBCM conference in September. Minister Nathan Cullen will be in attendance. FVRL will be providing the hands-on learning experience and Whistler Public Library will be hosting the event. The ABCPLD executive will be in attendance to advocate for the importance of sustained library funding with open house attendees.

Libraries have been activated as cooling centres during the recent heat wave in the lower mainland. S. Walters shared her appreciation to the managers and library staff involved in making cooling centres a reality for Richmond residents.

9. Operations

(a) Collections and Customer Service Delivery

No comments or questions on this report.

(b) Community Development and Service Design

No comments or questions on this report.

(c) Innovation and Learning Development

In response to a question from R. Ling in regard to how the anti-racism protocol could be adopted into board policy, J. Oye noted that the requested additions to the protocol are operational changes at this time. Before the board is provided with a motion to adopt the protocol overall, additional work will be needed to include feedback provided by C. Gillanders and S. Merhi during May's board meeting.

S. Walters noted that next steps will include staff having conversations with A. Hill to ensure the library is reiterating the need for consultation with board-identified community groups.

(d) Information Technology Operations

No comments or questions on this report.

(e) Marketing and Public Relations

No comments or questions on this report.

10. Items Included for Information

(a) Richmond Public Library 2021 Annual Report to Community

S. Walters noted that the report to community has been posted to the library's website.

(b) Truth and Reconciliation Day, September 30, 2022

S. Walters informed the board that the library is maintaining alignment with the City surrounding this day, and will continue to make training opportunities available to staff.

(c) City of Richmond 2021 Annual Report Highlights

A copy of this document has been shared with trustees via regular mail.

11. Other Business

None.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, September 28, 2022 at 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:19pm.

CHAIR



CHIEF LIBRARIAN

