

**THURSDAY, OCTOBER 25, 2023****5:30PM - 7:30PM**In-person with Zoom Videoconference Option  
Brighthouse Library Board RoomBoard Present:Caty Liu, Chair  
Sherine Merhi, Vice Chair (virtual)  
Chak Au, Council Liaison  
Chaslynn Gillanders (5:37pm)  
Denise Hui  
Nabeel Abrahani (virtual)  
Rachel Ling (virtual)  
Yvonne YongStaff Present:Anne Bechard  
Charles Leung  
Eva Yu  
Iris Lee  
Shaneena RahmanGuests:

None

Friends of the Library:

Betsy Blair

Susan Walters, Chief Librarian and  
Secretary to the BoardRegrets:

Jordan Oye

**1. Call to Order and Welcome**

The meeting was called to order at 5:31pm with C. Liu providing the welcome.

**2. Approval of Agenda**

MOVED: THAT, the agenda be approved as presented.

S. Merhi/Y. Yong.....CARRIED

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

MOVED: THAT, the minutes of the regular meeting of September 28, 2023 be approved.

D. Hui/Y. Yong.....CARRIED

**(b) Business Arising**

None.

**(c) Correspondence**

None.

**4. Presentation****(a) Spur Communications Strategic Planning Update**

Natalie Hill presented an overview of the strategic planning process and progress to date, clarifying that the most current City of Richmond data is being used and that the findings from the Community Needs Assessment will be reviewed when available.

Using the Let's Talk Richmond Platform, community will have an opportunity to share their perspectives. While the questions will be posted in English, there will be a prompt letting

community know that they can seek assistance as library staff speak various languages and will be able to support community in survey completion. In response to how far back into previous strategic plans the consultant team would reference, staff shared that this would be the 2014-2018 strategic plan.

Board shared that new demographic data from *New to BC* will be released on November 30, 2023 that may be of use. As well, Councillor Au indicated that his interview experience with Spur Communications was a very positive experience.

## 5. **Community**

### (a) Councillor's Report

City Council has approved the City of Richmond Accessibility Draft Plan 2023-2033, which will be put forth to community for consultation. The plan includes 6 pillars and 34 actions and will cover expectations for civic buildings. The Richmond Art Facilities Needs Assessment will be presented to Council for approval and the Steveston Community Centre and Library Signature Outdoor Artwork Concept Proposal was approved by committee yesterday and will go to the next Council meeting for final approval. The First Nations paddles design by Susan Point incorporates the concept of welcoming. Susan Point is a well-known Musqueam artist whose work has been featured in numerous exhibitions. A trustee noted the importance of representation from the Musqueam community and expressed their appreciation that this piece was selected.

### (b) Friends of the Library (FOL) Report

The next Annual General Meeting will be held on Sunday, November 26 at 11:00 am at the Cambie Bookstore and library staff and trustees are invited to attend. There will also be another mini sale in November at the Cambie location.

### (c) Summary of Customer Comments

No comments.

## 6. **Board – Items for Decision and/or Discussion**

### (a) Q3 2023 Operating Statement

No inquires.

## 7. **Standing Items**

### (a) Roundtable Discussion

The Board Chair acknowledged and thanked staff and trustees who participated in the Strategic Planning Futurism workshop. It was interesting and many great conversations were had.

A Board trustee expressed their appreciation for the Indigenous Author Series, sharing that the programs were engaging and also a great way to draw in future users.

### (b) Steveston Community Centre and Library

Staff indicated that work is starting on the site, the parking lot has been reformatted and construction will begin soon. There are upcoming meetings for the committee.

### (c) InterLINK Report

No report. The next InterLINK meeting is in November.

(d) Finance Committee

The Finance Committee has approved the reinvestment of investment income earned during the year back to the endowment funds by default, instead of distributing and recognizing the income. The library has two endowment funds – one with the Richmond Community Foundation and another with the Vancouver Foundation. If there is a need for this income in the future, staff will seek approval from the Finance Committee.

The Board inquired which budget line item the investment funds go into. Staff noted the budget line is called investment income and further explained that only the current year's investment income interest can be distributed, the initial investments are not able to be drawn on. Staff indicated that in the past the funds have supported equipment and furniture purchases. Staff confirmed that the recommendation came from them to the committee for approval.

(e) Fund Development Committee

It was reported that there was a meeting today with current library donors who will be featured in this year's campaign. More information will be provided in November.

(f) Governance Committee

No update.

(g) Strategic Planning Committee

J. Oye and N. Abrahani, who will be leaving the board in December, have expressed their interest and commitment to remain on the Strategic Planning Committee as community members until the project completes in April 2024. Board agreement will be required to confirm this request. Ensuring that at least one current Board trustee continues on this Committee, Y. Yong expressed an interest.

(h) Trustee Recruitment Committee

The first round of trustee recruitment interviews occurred today with the final one scheduled for tomorrow. The Committee is aiming to have their recommendations go forward to the closed Council meeting on November 14. Once the announcement is made in an open Council Meeting, the TRC will be able to share who will be joining the library board in 2024.

## 8. Chief Librarian's Report

S. Walters shared updates from the Canadian Urban Libraries Council (CULC) fall meeting which included presentations from Happy Cities who work with numerous municipalities around the world as well as the program chair of the UBC iSchool. Library directors from across the country identified a need for future graduates who are interested in leadership and have a strong foundation in the principles of intellectual freedom. The board engaged in meaningful discussion about the importance of intellectual freedom in libraries. Also of note, are the initiatives being undertaken by several CULC working groups:

- Futures Lab: focus on technology and innovation. C. Leung represents RPL at this table.
- Digital Content: seeking solutions to challenges around public libraries' access to ebooks.
- Safety and Security: developing best practices toolkit for public libraries.

Also discussed was *Overdue: The Case for Canada's Public Libraries* (Canadian Urban Institute), which details the valuable impact of libraries on the communities they serve and the risks if the various levels of government do not invest. Staff will also be sharing this report with Richmond City Council and Richmond MLAs and MPs.

S. Walters shared that the BC Library Partners have a meeting with Minister Kang, Municipal Affairs, and staff from the Libraries Branch next week, where three key objectives will be discussed:

- Appreciation for the \$45 million in one-time funding and sharing how the enhancement grants will be used in various communities.
- Following-up on the submitted budget ask (2024/2025) to the Select Standing Committee on Finance and Government Services.
- Positioning support for an increase in annual core funding to \$30 million dollars by demonstrating alignment with government goals.

In regards to local advocacy, S. Walters and C. Liu will be meeting with MLA Wat and MLA Yao in November and working to schedule meetings with MLAs Greene and Singh.

## 9. Operations

### (a) Collections and Customer Service Delivery

The Board indicated their appreciation for the New York Times subscription.

### (b) Community Development and Service Design

No inquiries

### (c) Innovation and Learning Development

No inquiries

### (d) Information Technology Operations

The Board was curious if there was functionality to allow for a widget on the RPL website, to display things happening today at library. C. Leung will explore with the IT team noted that the website will be updated for accessibility, functionality and user experience.

### (e) Marketing and Public Relations (*shared quarterly*)

None.

### (f) Human Resources

The Board inquired on safety in general and psychological safety. I. Lee shared some of the tools staff have in place for support.

## 10. Items Included for Information

### (a) 2023 Board Self- Evaluation

The compiled evaluations will be discussed at the November (closed) meeting.

### (b) Operational Statistics Q3 2023

Discussion took place regarding the decline in library cards and how purging library cards impacts statistics.

(c) Trustees were invited to attend the annual Long Service Awards on Wednesday, November 22, the Friends of the Library AGM on Sunday, November 26, and the annual Holiday Celebration on Sunday, December 10.

## 11. Other Business

None.


**Next Meeting**


The next Regular Board meeting is scheduled for **Wednesday, November 29, 2023 at 5:30 pm.**

**Adjournment**

There being no further business, the Chair declared the meeting adjourned at 6:52pm.

Closed meeting to follow.

CHAIR  \_\_\_\_\_

CHIEF LIBRARIAN  \_\_\_\_\_