

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, April 30, 2014

Regular Meeting 5:30 pm to 7:30 pm

Administration Boardroom

A G E N D A

Guests: Mr. Archie Johnston, Client Relationships and Quality Review Partner, KPMG
Ms. Aanu Adeleye, Senior Manager, Audit, KPMG

1. Call To Order
2. Approval of Agenda
3. Presentation of Financial Statements:
 - (a) Audit Findings Letter Attached
 - (b) Independence Letter Attached
 - (c) Management Representation Letter Attached
 - (d) Draft Financial Statements Attached

RECOMMENDED MOTION

That the Richmond Public Library Board approve the 2013 Financial Statements as presented.

EDUCATION SESSION:

4.
 - (a) Outline of Educational Session Topics Attached
 - (b) Website Redevelopment Project (*Kat Lucas*) Attached

BUSINESS SECTION:

5. Approval of Meeting Minutes
 - (a) Regular Meeting Minutes of April 2, 2014 Attached
6. Business Arising
None
7. Correspondence
 - (a) Letter dated March 10, 2014 from the Ben and Esther Dayson Charitable Foundation re: donation Attached
 - (b) Letter dated March 28, 2014 acknowledging donation Attached
 - (c) Letter dated April 2, 2014 acknowledging donation Attached
 - (d) Letter dated April 11, 2014 to Richmond Community Foundation re: 2013 disburseable income Attached

COMMUNITY:

8. Report from Councillor Barnes
9. Report from Friends of the Library (*Alison Cormack*)

STAFF OPERATIONS:

10. Chief Librarian Verbal Report

- 11. Program Reports
 - (a) Spring Break (*Melanie Au*) Attached
 - (b) Large Event Programming April to June 2014 (*Lee Anne Smith*) Attached
- 12. Project Reports
 - (a) New Event Calendar (included in Education Session)
- 13. Customer Comment Forms
 - (a) Summary of comments On Table
Attached

INTERLINK:

- 14. InterLINK Report (*Mark Bostwick*)
 - (a) Public Library InterLINK Board meeting summary April 8, 2014 Attached

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION:

- 15. BCLTA Report (*Peter Kafka*)

BOARD:

- 16. Items For Decision and/or Discussion
 - (a) Long Range and Strategic Planning Update
 - i. Board Status Report #16 Attached
 - ii. Work Plan Update Attached
 - iii. Report to SMT April 4, 2014 Attached
 - iv. You Spoke We Listened (sample) Attached
 - v. Update on Onni Development
 - 1) Report to Committee March 17, 2014 Attached
 - 2) Excerpt of April 8, 2014 Planning Committee minutes Attached
 - 3) Email to C. Carlile April 9, 2014 Attached
 - (b) Proposed Agenda for Special Meeting May 14, 2014 Attached
- 17. Items for Information
 - (a) Heartbleed SSL security Bug – Impact on Library Attached
 - (b) Financial Reporting
 - i. 2014 Grants from Ministry of Education Attached
 - ii. 2014 Q1 Update Attached
 - (c) Q1 Statistics Attached
 - (d) TOP Training Report
 - (e) Electronic edition of *Feliciter* – posted on Board Blog when available
 - (f) Board Calendar and Work Plan Attached
- 18. Other Business
- 19. Date of Next Meetings:
 - Special Meeting**
 - Wednesday, May 14, 2014**
 - 5:30 to 7:30 pm**

 - Regular Meeting**
 - *RESCHEDULED* Wednesday, May 21, 2014**
 - 5:30 to 7:30 pm**
- 20. Adjournment

Closed meeting to follow.