

**RICHMOND PUBLIC LIBRARY BOARD**

**REGULAR MEETING**

**Wednesday, April 30, 2014**

Present: Peter Kafka, Chair  
Simon Tang, Vice Chair  
Mark Bostwick  
Kash Chahal  
Diane Cousar  
Susan Koch  
Robin Leung  
Pat Watson

Greg Buss, Chief Librarian and Secretary to the Board  
Susan Walters, Deputy Chief Librarian

Regrets: Councillor Linda Barnes

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

**ACTION**

1. Call to Order  
The meeting was called to order at 5:35pm.

2. Approval of Agenda  
MOVED: That the agenda be approved as presented.

.....CARRIED

Peter deferred Financial Statements until our guests arrive.

**BUSINESS SECTION**

5. Approval of Minutes

MOVED: That the minutes of the regular meeting of April 2, 2014 be approved as presented.

BOSTWICK/COUSAR.....CARRIED

6. Business Arising  
None

7. Correspondence

- (a) A letter dated March 10, 2014 from the Ben and Esther Dayson Charitable Foundation was included.
- (b) A letter dated March 28, 2014 from Greg acknowledging the donation was included.
- (c) A letter dated April 2, 2014 from Simon acknowledging the donation was included.
- (d) A letter dated April 11, 2014 to the Richmond Community Foundation regarding the 2013 distributable investment income was included.

ACTION

COMMUNITY

8. Report from Councillor Barnes

None.

9. Report from the Friends of the Library

Alison Cormack reported a successful sale on April 12 and 13 at Thompson Community Centre, where volunteers unpacked over 1,200 boxes of books and sales were over \$10,700. Alison expressed appreciation to the Board for their assistance and support of the Friends.

Mark noted that with the large Chapters outlet closing soon, there won't be any large booksellers in Richmond, which may impact future Whale of a Sale events.

Greg introduced Mr. Johnston and Ms. Adeleye from KPMG and noted that Susan Koch had read the statements in detail.

3. Presentation of Financial Statements

- (a) Mr. Johnston presented the Audit Findings Letter,
- (b) The Independence Letter, and the
- (c) Management Representation Letter

- (d) Mr. Johnston noted that in the Draft Financial Statements page 1, Net Financial Assets increased from the previous year. Page 2 revenues and expenditures are in line with prior years and the surplus comes from the Dr. Lee donation. Page 3 change is due to tangible capital assets and amortization.

The significant issue for these statements was the donation of books in late 2013. Amortization life for the donated books can vary between 4 and 20 years, depending on the materials.

Susan Koch asked Mr. Johnston to describe how the valuation of the pension deficit will affect the future of the library. This deficit is a funding obligation, where does the funding come from? Mr. Johnston noted that the valuation is an actuarial calculation of the \$1.3 billion that will be paid out over 30-40 years. The Municipal Pension Plan will adjust contribution rates as necessary. A number of factors affect management of the plan and change over time.

As there were no further questions, Peter requested the staff leave the room to allow a closed session with the Board and the auditors.

Mr. Johnston and Ms. Adeleye left the meeting at 6:15 p.m.

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

KOCH/LEUNG.....CARRIED

4. Educational Session

- (a) An outline of educational topics was included for information.
- (b) Kat Lucas presented on the website development project. Current activities are redevelopment of the entire website, launch of a new calendar and implementation of Bibliocommons, a new catalogue that includes an app and integrates our ebook

ACTION

collection.

Kat described the web team hired in January, which includes a Drupal developer, a designer and one person with extensive user experience background. The team are currently working on the website redevelopment, which is taking place in stages, starting with the "Books, Media and Web" section.

The new calendar was launched on April 14<sup>th</sup>. Bibliocommons launch is expected by August.

**STAFF OPERATIONS****10. Chief Librarian Verbal Report**

Greg reported that the City of Richmond is updating the PeopleSoft Financial module and that this is a good opportunity to restructure our accounts and financial reporting. The restructure is expected to be complete by the end of the year.

Planning for Steveston continues and Greg is continuing discussions with the City's Senior Management Team regarding our Strategic Plan.

Greg reported he is following up with Mr. Chiu from the Richmond Chinese School Foundation, which donated \$100,000 a few years ago. Greg will invite the members for a tour of the Special Collections area.

The Kronier Family have made another \$10,000 donation through the Richmond Community Foundation. We will plan a recognition event and let them know that some of the disburseable income was used for equipment.

**11. Program Reports**

- (a) A report on Spring Break listing outcomes met was included.
- (b) A report on Large Event Programming April to June 2014 was included. The Board asked if outcomes could be included. Lee Anne will provide a quarterly report of Large Event Programming outcomes. Greg noted that the Richmond Forum of Science, Innovation and Technology started when one of the community partners dropped in at a previous Board meeting.

**12. Project Reports**

- (a) A report on the new event calendar was included in Kat's education report above.

**13. Customer Comment Forms**

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

**(a) Summary of Comments**

A summary of comments was included for information.

**INTERLINK****14. InterLINK Report**

- (a) A summary of the April 8<sup>th</sup> board meeting was include.
- Greg noted that the NWPL's Queensborough branch will be approximately 2,000 sqft in the Queensborough community centre.

ACTION**BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION****15. British Columbia Library Trustees Association**

- (a) Peter noted that the Ministry of Education has a good relationship with libraries and the BCLTA. They provide good support and he doesn't expect any change.
- (b) The conference is coming up in May, including one day of Trustee related sessions.

**BOARD****16. Items for Decision/Discussion**

- (a) Long Range and Strategic Planning Update
  - i. Status Report #16 was included for information. Greg reported that he's working with SMT and targeting May or June for the report to Council.
  - ii. An update of the Work Plan was included. The Board requested a colour bar graph or Gantt chart to provide visual representation of progress in major strategic objectives.
  - iii. A report to SMT dated April 4<sup>th</sup> was included. Questions and consolidation of answers to come. In the meantime the IBI Group project is wrapping up.
  - iv. A sample You Spoke We Listened poster was included to demonstrate how we're getting back to the public.
  - v. An update of the ONNI development was deferred to the closed meeting.
- (b) A proposed agenda for the Special meeting May 14<sup>th</sup> was included.

**17. Items for Information**

- (a) A report on the Heartbleed SSL Security Bug was included. Mark Ellis reported that there had been no public impact at RPL and administrative impacts were limited to password changes.
- (b) Financial Reporting
  - i. A letter outlining 2014 Grants from the Ministry of Education was included. Greg reported we have received the same funding as last year - the Operating Grant, Resource Sharing Grant, BC OneCard Grant and Library Literacy Grant and in return are required to submit a Library Grants report (submitted), Statement of Financial Information (due May 15<sup>th</sup>), and annual survey (due May 15<sup>th</sup>).  
Greg noted the annual report to the community will be prepared within 2 months and a prototype will be presented at the next meeting.
  - ii. The first quarter financial report for 2014 was included. No anomalies were evident.
- (c) First quarter statistics were included. Greg noted a nudge upward for Steveston and Brighouse circulation, though Q1 is a difficult time to compare as Easter moves between Q1 and Q2 each year. Focus on being responsive and refocused on traditional library service is paying off.
- (d) Robin noted 7 attendees from 5 libraries at the latest Trustee Orientation Program at VPL on April 26<sup>th</sup>. Robin and Kash agreed that the training was very well done.
- (e) The electronic edition of *Felicitier* will be posted to the Board Blog when available.
- (f) The Board Calendar and Work Plan were provided for information. Peter reminded the Board of the upcoming social event June 12<sup>th</sup> at his home.

**18. Other Business**

The Board noted they appreciated the flooring work done at Ironwood over the Easter holiday.

ACTION

19. Date of Next Meeting

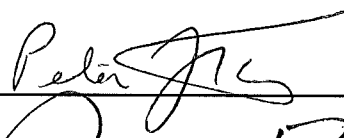
The next Special meeting will be **Wednesday, May 14, 2014 at 5:15 p.m.**

The next Board meeting was rescheduled to **Wednesday, May 21, 2014 at 5:30 p.m.**

20. Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:20 p.m.

CHAIR



CHIEF LIBRARIAN

