

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, January 27, 2016

Present: Simon Tang, Chair
Susan Koch, Vice Chair
Alexa Loo, Alternate Council Liaison
Traci Corr
Diane Cousar
Robin Leung
Jordan Oye
Arseniy Shchedrinskiy

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

Regrets: Chak Au
Chaslynn Gillanders

ACTION

GUESTS:

Simon welcomed guests from the Friends of the Library. Betsy Blair, 2016 Friends of the Library Chair was joined by Past Chairs Alison Cormack and Debby Newton and Program Director Benoit Yuen in presenting a cheque for \$26,000. This donation supports the purchase of items on the 2015 Wish List, including a donation to the our endowment fund with the Richmond Community Foundation. The Board congratulated and thanked the Friends for their donation.

1. Call to Order

The meeting was called to order at 5:30 pm.

Simon welcomed new Trustees Jordan Oye and Arseniy Shchedrinskiy. Chaslynn Gillanders was absent due to a work commitment.

Simon also welcomed Susan Walters, Deputy Chief Librarian to the table.

2. Approval of Agenda

MOVED: That the agenda be approved as presented.

COUSAR/KOCHCARRIED

3. Election of 2016 Chair and Vice Chair

Greg indicated that Simon Tang had accepted nomination for the position of 2016 Chair. Greg called for further nominations and as there were none, Simon was acclaimed. Simon indicated that Susan Koch had accepted nomination for the position of 2016 Vice Chair. Simon called for further nominations and as there were none, Susan was acclaimed.

EDUCATION SESSION

4. (a) An outline of educational session topics was included for information.

ACTION

(b) Digital Literacy Programming Update.

Susan Walters introduced presenters Anne Bechard and Cindy Ho, our Digital Services Librarians.

Anne and Cindy updated their report of June 2015.

They defined digital literacy as cognitive and technical skills. The main objectives of the digital literacy programming plan are to :

- promote digital literacy skills based learning
- build community and
- develop synergies and partnerships

Anne noted that the digital learning collection was launched August 22, 2015. The collection includes Dash&Dot robots, Little Bits Deluxe and Synth kits, Makey Makeys, and Lego Mindstorms EV2 robotics kits. The Kids' Computer Learning Centre includes laptops and iPads to support programming and instructional workshops. Programming grew to include 19 new digital literacy programs by year end, and continues to grow in 2016. Programming includes drop-in, registered and public events.

Anne highlighted the growth of programs and some of the participants of different ages. We have developed a core group of three highly motivated teens and anticipate the volunteer group will change and grow as the library develops strategies to promote the value of digital literacy library program. She noted that teen volunteers are empowered by their positive experiences.

Anne and Cindy demonstrated the Dash&Dot robots, Little Bits, Lego Mindstorms and the iPad apps that control them.

BUSINESS SECTION

5. Approval of Minutes

MOVED: That the minutes of the regular meeting of November 25, 2015 be approved as presented.

LEUNG/CORR.....CARRIED

6. Business Arising

A recommendation to purchase a multimedia kiosk and a branded podium with the 2015 Board donation was accepted. Staff will proceed with the purchase.

Staff: proceed with purchase

7. Correspondence

(a) Letters dated November 18, 2015 from the City Clerk's Office advising that Chaslynn Gillanders, Robin Leung, Jordan Oye, Arseniy Shchedrinskiy and Simon Tang were appointed to two-year terms ending December 31, 2017 were included.

(b) A letter dated December 8, 2015 from School District No. 38 (Richmond) advising that Trustee Debbie Tablotney was elected Chairperson and Trustee Donna Sargent was elected Vice Chairperson of the Board of Education were included.

ACTION

- (c) A letter dated December 11, 2015 from the Richmond Community Foundation regarding the 2015 Distributable Income was included. Staff will bring back proposals for allocating the \$5,024.66 income.
- (d) A letter dated December 15, 2015 from the City Clerk's Office advising that Councillor Chak Au was appointed to a one-year term as Council Representative, with Councillor Alexa Loo as alternate was included.
- (e) A letter dated December 31, 2015 from the Richmond Community Foundation regarding contribution from the Kronier family was included.
- (f) A sample letter dated January 8, 2016 from City Clerks' Office to unsuccessful applicants was included.
- (g) Letters dated January 18, 2016 to Richmond Community Foundation and Kronier & Sparrow Ltd. to acknowledge contribution was included.

Staff: Prepare proposal for purchases.

Staff: plan Kronier Family recognition event.

COMMUNITY8. Report from Councillor Loo

Councillor Loo reported that council is looking forward to hearing comments on the impact of the library budget.

Council is considering alternate policing, which may require a governance model and reporting structure change. Transition costs are high and an independent police force would cost more annually. If you have an opinion, Councillor Loo encourages you to make your position known on www.LetsTalkRichmond.ca.

Councillor Loo reported that a capital improvement list is coming in March, a staff listing of priorities which could include the Steveston Community Centre.

9. Report from the Friends of the Library

Betsy Blair reported that she was elected chair at the 2015 AGM. The Friends elected to fund \$26,000 of the library's current wish list. Combined with \$1,000 remaining in the account, their donation will fund the library's entire 2015 wish list.

Since the AGM the Friends have been preparing and sorting donations for the upcoming mini sales February 20, March 19 and the big sale April 2 and 3.

Simon reported that he attended the AGM and enjoyed meeting everyone. He thanked the Friends for their hard work and dedication to the library.

10. Customer Comment Forms

A summary of comments was included for information.

BOARD11. Items for Decision/Discussion

(a) 2016 Budget update

Greg reported that our original submission resulted in a 2.96% increase and included \$270,000 in additional level requests. Council instructed the library to come back with a lower budget request. Greg removed the additional level requests and, following Board direction, reduced the salary budget by \$200,000, putting \$150,000 of that into the collections budget. The overall

ACTION

\$50,000 reduction revised the budget to a 2.3% increase. This budget was passed.

The reduction in salary budget will be accomplished by reducing branch hours two days per week. Staff are now implementing that service reduction. We are still providing service on par with other library systems and maintaining full day service on Sunday.

We are anticipating more response from the public once the changes take effect in mid-February. We are also implementing changes to loan periods and fines in February. Staff will bring back data after three months of service changes, at the May meeting.

Staff: report data after three months of service changes, at May meeting

- (b) Appointment of 2016 Committees and Representatives. Robin was appointed as the InterLINK representative, with Jordan as alternate. Susan was appointed as BCLTA representative.

Staff: inform InterLINK of new representative and alternate.

- (c) Draft 2016 Board Priorities were included. The Board asked why the staff development and employee survey was scheduled for October. Considering the upcoming changes in schedules could it be moved forward to get staff feedback sooner? Greg noted that staff need a few months to experience the changes. Intent was to survey staff on a regular basis, not necessarily annually. We have been hard at work addressing concerns raised in the last survey and will also want to take some action with the next response. Staff will investigate moving up the timing of the survey.

The Board asked what the plan was for fund development, as it is not on this priority list. This will be brought forward to the March 2 Special Meeting.

- (d) Freedom to Read Week

MOVED: That the Richmond Public Library Board request Major Brodie to proclaim February 21 to 27, 2016 "Freedom to Read Week" in the City of Richmond.

LEUNG/CORR.....CARRIED

- (e) The Board group photograph cannot be booked for February 25 or March 2 as Diane is absent. The entire group is required. Staff will survey Board for a possible date.

Staff: Survey Board for suitable date

INTERLINK

12. InterLINK Report

No report.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION

13. British Columbia Library Trustees Association Report

Susan Koch reported that BCLTA hired a new Executive Director, Barbara Kelly. Planning is underway for Saturday, May 14th Trustee conference, after the BCLA conference in Richmond.

ACTION

Staff: survey public and report to April meeting.

STAFF OPERATIONS**14. Deputy Chief Librarian's Report**

(a) Susan Walters reported that the three immediate operational priorities are:

- Targeted collection development
- The reduction in branch hours and
- The changes to borrowing limits, loan periods and fines.

Staff are proceeding with each item. Public feedback will be sought by survey in March, compiled and reported to the April meeting.

(b) Susan's report on implementation of Reduced Branch Hours was included.

(c) Customer comments regarding Changes to Fines and Loans were included.

15. Changes to Fines, Borrowing Limits and Loan Periods Status Report

Shaneena Rahman's report was included. Shaneena reported that these changes were implemented January 11th. Fines for late charges and holds not picked up were increased, while the card block threshold was decreased. Borrowing limits were reduced, loan periods reduced to 21 days and renewals reduced to 7 days. Shaneena noted that most feedback to date has been about decreasing the renewal period.

The Board asked if these changes put us closer to other library's policies. Shaneena noted that we had longer loan period than the majority of metro library systems and are now we are similar, but our fines are higher.

Susan reported that other libraries have asked her to share the outcome of our changes.

Alexa noted that she considers placing a hold as she knows that a hold takes about ½ hour of staff time. Shaneena noted that we allow holds on available items, which is excellent service, and that some libraries do not offer this.

16. Program Reports

(a) Lee Anne Smith's report on Programs and Outreach was included.

The Board asked how interested individuals and organizations approach the library to suggest programming. Lee Anne reported that interested parties can contact her by email or use our online program proposal form.

Lee Anne noted that approximately 18 Syrian refugee families have arrived in Richmond. The library is assessing ways to support these families and the settlement staff working with them. There are approximately 45 children 0-6 and many older children.

(b) Shelley Civkin's report on Hanukkah Menorah Lighting was included.

(c) Lee Anne's report on Writer-in-Residence was included.

Lee Anne noted that preparations are underway for the next writer-in-residence, supported by three partners – the Library, Minoru Place Activity Centre and Richmond Arts Centre. Lee Anne hopes to have more writer-in-residence events in the library.

ACTION

17. Project Reports

- (a) Shelley Civkin's report on the Dayson Recognition Event was included. Greg reported that the family were honoured by the event and that the library will continue to work with the family.
- (b) Lee Anne Smith's report on the Community Volunteer Program was included. Lee Anne noted that the library has been using teen volunteers for decades and is expanding to use adults and seniors. Over 120 volunteers have been added to a reporting system that provides tracking.

The Board asked if there was a statistic for the number of opportunities not filled.

Staff: review volunteer statistics

ITEMS FOR INFORMATION

- 18. Greg's report on new Trustee orientation sessions was included.
- 19. A list of current Trustees was enclosed.
- 20. A notice of the 17th annual Richmond Chinese Community Society's dinner celebrating the Year of the Monkey was included. The library will purchase a table of ten for the dinner Thursday, March 3, 2016
- 21. The Board Calendar and Work Plan were provided for information.

Staff: purchase tickets.

OTHER BUSINESS

None.

NEXT MEETING

The next Regular Board meeting is scheduled on **Wednesday, February 24, 2016**.
A Special Meeting was called for **Wednesday, March 2, 2016**.

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:05 p.m.

CHAIR



CHIEF LIBRARIAN

