

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, April 3, 2013

Present: Peter Kafka, Chair
Simon Tang, Vice Chair
Mark Bostwick
Diane Cousar
Dulce Cuenca
Sanjiv Khangura (arrived at 6:00)
Susan Koch
Pat Watson

Greg Buss, Chief Librarian and Secretary to the Board

Absent: Councillor Linda Barnes

BUSINESS SECTION

1. Call to Order

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

2. Approval of Agenda

MOVED: That the agenda be approved as presented with the addition of items 7(a), 15(b)(iv) and 15 (b)(v) presented on table, and that items 7 and 6 be moved up.

.....CARRIED

EDUCATION SESSION

7. An outline of educational topics was included for information.

Greg introduced our guests, Jerry Chong, Director, Finance and Cindy Gilfillan, Manager, Financial Reporting, from the City of Richmond.

(a) Jerry and Cindy presented on the financial reporting roles and responsibilities of the Board, Library staff, City staff and Auditors and went through their handout (attached). Library budget is currently reported to Council as a line item in Parks and Recreation, on or before March 1. The Oval and Gateway Theatre also have their own budgets, but the Library is different because of Board's autonomy legislated under the Library Act.

Once the budget is approved by Council, the Library Board has exclusive control over expenditures, and responsibility for oversight of financial reporting, disclosures, financial risks and appropriateness of internal controls and the relationship with the external auditor. City staff do not analyse or review, monitor or control expenditures beyond higher level roll-ups.

Library staff are responsible for financial statements, critical accounting policies, judgements and estimates, and internal control processes. City Finance staff are always available for advice and consultation in these matters. There are also expenditure controls in the financial information system (PeopleSoft) limiting expenditures to budget. To ensure this, the city has many policies in place on budget preparation, amendment and expenditures which the library follows.

Cindy described the year round control and monitoring of the budget cycle. Annual budgets include non-controllable increases only, with additional level requests separated out. Within the authorized budget, the Board has autonomy and control over their own budget and is able to amend budget allocations with proper Board approval.

(Sanjiv arrived at 6:00)

The Board discussed budget amendments in detail and agreed that if moving funds from one category to another they would want to amend their budget through a motion of the Board.

The Board discussed potential recruitment of a trained financial support staff to assist with internal controls, analysis, reporting, and budget preparation, monitoring and amendments.

The Board thanked Jerry and Cindy for their presentation and the tremendous support that Financial Services staff provide the library.

REVIEW AND APPROVAL OF 2012 FINANCIAL STATEMENTS

Greg introduced our guests, Archie Johnson, National Industry Leader, Public Sector and C. J. James, Partner, Audit, from KPMG.

6. Presentation of Financial Statements

Archie Johnson and C.J. James of KPMG presented the 2012 Financial Statements and answered questions.

C.J. presented the Audit Finding Letter, two appendices: the Independence Letter and the Management Representation Letter and the Financial Statements of the Richmond Public Library Board year ended December 31, 2012. C. J. noted that the notes are consistent with last year and donations over \$2,000 are now reported to the City of Richmond. C. J. thanked the library and city staff for being prepared for the audit process and that it went smoothly.

At 6:20 pm Peter asked that staff leave the room so that the Board could discuss the statements with the auditors in a closed session. Staff returned at 6:30 pm.

MOVED: That the Richmond Public Library Board approve the 2012 Financial Statements as presented.

KOCH/TANG.....CARRIED

The Board noted that they will look closely at the flexibility they have over their budget and asked for a closed session annually to speak with auditors in private.

3. Approval of Minutes

(a) MOVED: That the minutes of the regular meeting of February 21, 2013 be approved as presented.

WATSON/COUSAR.....CARRIED

(b) MOVED: That the minutes of the closed meeting of March 6, 2013 be approved as presented.

BOSTWICK/KHANGURA.....CARRIED

4. Business Arising

None

5. Correspondence

(a) A letter dated February 19, 2013 to Richmond Community Foundation re: investment of disbursement and receipt of investment in Richmond Public Library Permanent Agency Fund was included for information.

(b) A letter dated February 22, 2013 from Libraries and Literacy re: provincial support for 2013 was included for information. Greg noted the grant is close to previous years but slightly less as we are loaning less material to members of other libraries.

8. Report from Councillor Barnes

None.

9. Report from Friends of the Library

Debby Newton reported that the Friends are ready for the upcoming Whale of a Sale on the 13th and 14th. The previous mini sale was very successful and included children's books which nearly sold out.

STAFF OPERATIONS

10. Program Reports

A report on the Chinese New Year Celebration: Year of the Snake was included for information.

11. Project Reports

(a) A report on the upcoming Board Blog migration to a new platform was included for information. The new Blog should be available by month end.

- (b) A report on the upcoming Canadian Urban Libraries Council pilot survey on space use was included for information. Analysis of these results will be important for ongoing strategic planning.

12. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments is included for information.

Greg noted that the summary now includes comments on our Virtual Branch.

INTERLINK

13. InterLINK Report

Mark reported that at the last InterLINK meeting the group discussed strategic direction and that VPL delivered a presentation on the funds they receive from InterLINK libraries to provide reference services.

- (a) A project description and progress report for the Urban Library Settlement Partnership was included for information. Greg reported that this program was initiated two years ago with funding from the Federal Government. It was aimed at newcomers to BC/Canada and initially intended to fund \$500,000 over three years to 10 participating libraries. Funding was later pulled back to 2 years. RPL has been doing similar programs for decades, so this is not new territory for us.

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION

14. British Columbia Library Trustees Association Report

- (a) A letter dated March 22, 2013 congratulating Peter on his chairmanship was included for information.

BOARD

15. Items for Decision and/or Discussion

(a) Strategic Plan 2011-2014 Progress Report

A report of activity to December 2012 relating to RPL's current strategic plan was included. The Board noted it is a robust report but missing ratings indicating value of activities. Suggested ratings were: have we hit targets, percentages complete, assessed value of the activities, do we recommend repetition of activities, top 10 activities to continue, drop or watch. Greg noted that staff will work on evaluation criteria and bring goals and objectives for 2013 to the next meeting.

(b) Long Range and Strategic Planning Update

- i. Status Report # 4 was included.
- ii. An update on the Strategic and Long Range Planning project and hiring of consultants provided to Mayor and Council was included.
- iii. Information on upcoming All Staff session and staff survey was included.

- iv. Notes of the Special Meeting held March 6th were presented on table.
- v. A progress report on Stage 1 deliverables and an extract from the agreement with IBI Group was presented on table. The Board briefly discussed IBI Group's report on Stage 1 deliverables, and agreed to review it in more detail on April 24th. That date will be changed to a Special Meeting and IBI Group will attend to allow the Board to discuss the direction they want to take having received the report.

MOVED: That the Richmond Public Library Board approve payment to IBI Group for Stage 1 deliverables.

KHANGURA/BOSTWICK.....CARRIED

- (c) Board attendance at Upcoming Conferences. Board who indicated interest in attending the BCLTA sessions on Saturday, May 11th will be registered. Board who are interested in attending the CLA or ALA conference were encouraged to let Greg know as soon as possible to take advantage of early bird registration discounts and hotel accommodations.

16. Items for Information

- (a) The electronic edition of the *Feliciter* will be posted on the Board's blog when available.
- (b) The calendar and work plan were included for reference.

17. Other Business

None

18. Date of Next Meeting

The Board agreed to change the next meeting regularly scheduled meeting on April 24th to a special meeting.

The next Board meeting will be **Wednesday, May 29, 2013 at 5:30 pm.**

Adjournment

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

CHAIR

CHIEF LIBRARIAN