

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, February 23, 2011

Present: Pat Watson, Chair
Peter Kafka, Vice Chair
Mark Bostwick
Dulce Cuenca
Sanjiv Khangura
Susan Koch
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Councillor Linda Barnes (attended 6:10-6:30)
Diane Cousar

BUSINESS SECTION

1. Call to Order

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

2. Approval of Agenda

MOVED: That the agenda be approved as presented with the addition of items 6(a), 6(b), 8 and 8(a) presented on table.

KAFKA/BOSTWICK.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of January 26, 2011 and the minutes of the closed meeting of January 26, 2011 be approved as presented.

BOSTWICK/TANG.....CARRIED

4. Business Arising

(a) A report of outstanding items to be brought forward was included for information.

5. Correspondence

None.

EDUCATION SESSION

6. Dace Starr presented an education session on Freedom to Read, outlining what challenges to intellectual freedom are, and how the library deals with challenges to our collection. The purpose of this session was to help the Board respond should they be presented with a query from the public. Books that appear on "banned" lists but that RPL holds in our collection were provided for the Board to borrow.

The most common challenges are presented to protect children from difficult subjects such as:

- Offensive language
- Sexually explicit content
- Violence
- Hate speech
- Promotion of a belief or lifestyle

When the library receives a request for reconsideration, a response is sent within 72 hours and a committee to review the material is established. The committee's recommendation can be:

- Remove the material from our collection
- Reassign the material to another area
- Buy additional material to provide balance
- Return the material to the collection

It is the role of parents or guardians to provide guidance to youth. The library selection process includes automatic release of newly published books within our guidelines, publishers catalogues, target materials such as western classics, Canadiana, health care, etc., and our current practice is to not purchase CDs and video games that have parental advisory rating or DVDs rated higher than 14A. We also limit access and filter the computers in Kids' Place, while computers upstairs have no limits or filters. When accessing computers upstairs customers "agree" to our standard of internet behaviour.

The Board discussed ratings and why we have/do not have certain DVDs and options for providing materials requested by customers that have parental advisory ratings or are rated higher than 14A.

The Board requested more information about ratings be provided and discussed in more detail at a future education session.

- (a) An historical customer comment regarding providing Wii games and a response from Virginia McCreedy, Coordinator-Children's Services was provided for information.
- (b) A response from author Chris Crutcher to a parent's concern that his son borrowed Mr. Crutcher's book from a middle school library was provided for information.

7. A list of sample education sessions was included for information.

STAFF OPERATIONS

8. **Chinese New Year Celebration Report**

A report from Wendy Jang was presented on table. This year's Chinese New Year celebration took place on the same weekend as WinterFest held at the Oval. Regardless, the event successfully drew a large and enthusiastic crowd. Wendy thanked Pat Watson for providing the opening remarks.

- 8(a) **Chinese Book Launch**

A memo from Wendy Jang outlining the upcoming launch of new works by local Chinese authors was presented on table. This event will take place on Sunday, March 20th. Pat Watson agreed to attend.

9. **John Furlong Book Signing and Talk Report**

A report from Shelley Civkin on the recent event was provided for information.

10. **Chief Librarian's Verbal Report**

Greg reported that library staff will be taking part in an energy conservation program to address staff behavioural changes. The target of BEAM (Because Energy Awareness Matters) is to reduce energy use in the first year by 2%, simply by turning off lights, computers, printers and other equipment when not in use. This is a year-long program and Greg will report back in 2012 on the results. 2% translates into approximately \$35,000 savings for all city departments taking part in the program, which includes city hall, parks & recreation, public works, fire rescue, RCMP and all branches of the library.

Training librarians on various ebook readers is complete, and training has been extended to further levels of staff. Staff are given access to a variety of e-readers to practice with and understand the technology.

Strategic planning is well underway. A special meeting of the board will be set up in March prior to the next Board meeting for final review.

2011 is the library's 35th anniversary. We are planning a celebration for later in the year, likely fall, and will include former Board members in the event.

COMMUNITY

11. **Report from Councillor Barnes**

No report.

12. **Friends of the Library**

Betsy Blair reported that the Friends of the Library have a tour and demonstration of the automatic sorting equipment scheduled for Sunday March 6th. The Friends are starting to organize the April sale.

13. InterLINK Report

Mark reported that new officers were elected at the February 22, 2011 InterLINK meeting and that the New Westminster trustee announced that planning is underway for a branch in Queensborough, the closest neighbour to our Hamilton community.

14. BCLTA Report

Peter reported that conference registrations are underway.

15. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments is included in the Board package for information.

BOARD

16. Items for Decision

(a) Special Meeting on Structure, Process and Content of Meetings – Notes and Conclusions

MOVED: That the structure, process and content changes requested by the Board at its meeting of February 8, 2011 be implemented as soon as feasible.

BOSTWICK/KAFKA.....CARRIED

(b) Recommended Adjustments to Open Hours for Statutory Holidays in 2011/2012.

MOVED: That the Board approve amending library open hours as presented.

KHANGURA/BOSTWICK.....CARRIED

The Board agreed that future recommendations for adjustments to open hours can be presented for information.

(c) Conference Attendance and Travel

- (i) An excerpt from the Board policy manual was provided for reference.
- (ii) A list of 2011 conferences was provided for information. Trustees interested in attending any of the 2011 conferences were encouraged to let Greg know as soon as possible so that the library could take advantage of early bird registration discounts and ensure hotel accommodations were booked.

A motion was suggested but the Board agreed that in cases like this when requests to attend a conference meets the stated policy no decision is required.

17. Items for Discussion

- (a) Board photo session to be set for a date when all Trustees can attend.
- (b) Annual Board social event will be arranged in April or May and include our departing trustees Lyn Greenhill and Arlene Yoshikawa. The Board discussed an appropriate gift for 8 years of service. Staff will bring a list of gift suggestions to the next meeting.
- (c) Fund Development Status for February 2011 was included.
 - (i) A draft letter for corporate donation was included for comment.
 - (ii) A list of possible corporate donors was included for reference.The Board agreed that letters will take more time to develop to get desired results. It was noted that the library does not currently have a proper donor wall for recognition. It was agreed to book a mid month discussion meeting to take place after the Strategic Plan is complete, to give this issue enough time for complete discussion.
- (d) Policy Development Status for February was included.
 - (i) Several administrative practices were collected and included for reference. The Board agreed to move discussion of this item to a future closed meeting.
- (e) Strategic Planning Status for February was included.
 - (i) Next Steps were included for reference.
 - (ii) The Official Community Plan Submission from January 2011 was included for reference
 - (iii) Strategic Planning Steering Committee notes from June 9, 2010 were included for reference.
 - (iv) Staff suggestions regarding process were included for reference. The four most critical areas requiring strategic planning were identified by staff as:
 - a) Technology
 - b) Collections and Merchandising
 - c) Community Outreach
 - d) Staff DevelopmentAnd the Board suggested adding:
 - e) Finance
 - f) FacilitiesThese topics will be the basis of the next mid-month special meeting, to give enough discussion time.

18. Items for Information

- (a) Staff appreciation event will take place February 24th at 2:30. All Board who can attend are welcome.
- (b) RCCS dinner will take place on March 3rd. Board and guest are welcome.

(c) Nomination application for Arlene Yoshikawa as Super Trustee was included for information.

(d) Calendar and work plan were included for information.

19. Other Business

Pat noted the upcoming Ethel Tibbits Awards coming up on March 7th. Lyn Greenhill and Colleen Chambers, both former trustees, are nominated in the Community Service category.

20. Date of Next meeting

The next meeting is **Wednesday, March 30, 2011 at 5:30 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:35 p.m.

CHAIR



CHIEF LIBRARIAN

