

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, January 28, 2009

Present: Lyn Greenhill, Chair
Arlene Yoshikawa, Vice Chair
Linda Barnes, Councillor
Mark Bostwick
Dulce Cuenca
Leslie Wilson
Ariel Yeh, Leadership Richmond Youth Now volunteer

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Albert Beh
Peter Kafka
Pat Watson

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:05 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of items 8(a), 9(a), 12(e), 18(a) and (b) on table.

BOSTWICK/WILSON.....CARRIED

3. Approval of Minutes of November 26, 2008

MOVED: That the minutes of the Regular Board Meeting of November 26, 2008 be approved as presented.

YOSHIKAWAWILSON.....CARRIED

4. Business Arising

Letters dated November 27, 2008 from Mayor Brodie reappointing Lyn Greenhill, Pat Watson and Arlene Yoshikawa for two year terms expiring December 31, 2010 and appointing Peter Kafka for a one year term expiring December 31, 2009 were included for information.

A letter dated December 3, 2008 from David Weber regarding appointment of Linda Barnes as Council Liaison and Derek Dang as alternate Council Liaison for terms expiring December 14, 2009 were included for information.

A sample of the letter dated December 15, 2008 sent to unsuccessful applicants to the Richmond Public Library Board was included for information.

5. Correspondence

- (a) Congratulatory letters dated December 3, 2008 to Council upon election or re-election were included for information.
- (b) A letter dated December 5, 2008 from J. van Dyk regarding interlibrary lending was included for information.
- (c) A letter dated December 9, 2008 from School District No. 38 announcing the 2009 Chair and Vice Chair was included for information.
- (d) A letter dated December 12, 2008 from Mayor Brodie thanking Susan Koch for her service on our Board was included for information.
- (e) A letter dated December 17, 2008 to the Vancouver Foundation regarding the Endowment Fund was included for information.

MOVED: That the correspondence be received.

BOSTWICK/CUENCA.....CARRIED

COMMUNITY

7. Friends of the Library

A letter dated December 11, 2008 thanking the Friends of the Library for their 2008 donation toward the purchase of wish list items and 2009 donation toward the Endowment Fund was included for information.

8. InterLINK Report

- (a) Leslie Wilson reported that an updated 2009 InterLINK Budget was presented on table. The revision includes corrected population numbers for Richmond. The Budget will go before the InterLINK Board at their February meeting. The Board discussed the proposed budget and expressed concern regarding partial year funding for Audiobook production. Leslie reported that this issue was discussed in detail by the InterLINK Board and a decision regarding continued production of Audiobooks is expected soon.
- (b) Leslie reported that the InterLINK Strategic Plan process is underway. The consultant will produce a draft plan expected at the February InterLINK meeting. The top 3 of 12 priorities are:
 - 1. Audiobooks
 - 2. One Card program
 - 3. Governance

The Board discussed other InterLINK priorities including SITKA, the BC version of open source software for libraries.

MOVED: That the Richmond Public Library Board convey to the InterLINK Board that we have one observation regarding a partial year budget for Audiobook production.

CUENCA/WILSON.....CARRIED

Councillor Barnes joined the meeting at 7:20 pm

6. Report from Councillor Barnes

The Board welcomed Councillor Linda Barnes as our Council representative.

Councillor Barnes indicated that the city's preliminary budget process is underway and that city's celebration of the 2010 Winter Olympic games will be moved to the City Centre, taking over the streets and space used by Winter Fest.

The Board noted that this new location will include the library in the midst of the Olympic celebration and will be a unique opportunity for outreach.

9. British Columbia Library Trustees Association Report

- (a) The BCLTA Library Act Review Survey was provided on table and discussed in detail. The Richmond Public Library submission will be forwarded to BCLTA by February 20th. A brief to the Public Library Services Branch (PLSB) will include this feedback and any other suggestions. The brief is due March 2nd and discussion will take place at the February meeting.
- (b) A letter to Premier Campbell was included for information. Greg will prepare a similar letter outlining how Richmond Public Library can support our community in tough economic times.
- (c) BCLTA proposed changes to their Constitution and Bylaws were included for discussion. These changes were discussed in detail. Arlene will provide clarification of proxy voting at the February meeting. Final proposed constitutional changes will be presented at the BCLTA Annual General Meeting and Conference in April.
- (d) Arlene indicated that 2009 conference planning is well underway and that if the RPL Board had suggestions for special resolutions to let her know. Arlene also indicated that BCLTA's infrastructure needs assessment is underway, that BCLTA will have a presence at the newly elected officials' conference and that she will run for Director of BCLTA at the upcoming Annual General Meeting.

10. Customer Comment Forms

Lyn noted that the customer comment forms were on the table for review. There was discussion of the capacity to type in other languages on library computers. Mark Ellis indicated that we do not yet have access to Arabic scripts.

(a) Summary of Comments

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

BOARD

11. Activities

(a) Fund Development

- (i) Workshop notes of December 10, 2008 were included for discussion.

MOVED: That the Richmond Public Library Board endorse the action items presented at the December 10, 2008 Fund Development Workshop.

GREENHILL/YOSHIKAWA.....CARRIED

- (ii) An email dated January 12, 2009 from the Richmond Community Foundation was included for information. A representative of the Foundation will be invited to attend the February Board meeting.

- (b) An orientation for new Trustee Linda Barnes took place on January 19th. Peter Kafka will be oriented as soon as possible. Branch visits will follow.

- (c) Ariel Yeh reported that the fourth Leadership Richmond Youth Now conference took place January 24th, regarding legal issues. December's conference was on effective communication. The next conference is in February and the topic will be Fund Development and Strategic Planning

- (d) Lyn reminded the Board of Richmond Chinese Community Society's dinner to celebrate the Year of the Ox, which takes place on February 11th. As in the past the Library would purchase tickets for the event.

MOVED: That the Richmond Public Library Board endorse purchase of ten tickets for the Richmond Chinese Community Society's networking dinner and extend an invitation to Board members and their guest.

BOSTWICK/WILSON.....CARRIED

- (e) A request from Arlene to attend the BC Library Association's program "Being an Effective Leader" on February 5, 2009 in Victoria was included for information. Arlene indicated that BCLTA would also provide a portion of funding for this event.

MOVED: That the Richmond Public Library Board support Arlene Yoshikawa's attendance at the BCLA program by completing the funding required for workshop fees, travel and accommodation.

CUENCA/BOSTWICK.....CARRIED

- (f) An update of the Board directory was enclosed for information.
- (g) The latest issue of the *Felicitier* was enclosed for information.
- (h) The calendar and work plan were included for information.

12. Governance

- (a) Election of Chair and Vice Chair. Lyn passed the chair to Greg Buss, who called for nominations for Chair. Lyn Greenhill was nominated and accepted the nomination. Greg called twice for further nominations. As no additional nominations were presented, Lyn was acclaimed as Chair. Greg returned the chair to Lyn.

Lyn called for nominations for Vice Chair. Arlene Yoshikawa was nominated and accepted the nomination. Lyn called twice for further nominations. As no additional nominations were presented, Arlene was acclaimed as Vice Chair.

- (b) The 2008 list of Representatives and Committee Appointments was included for information. Board members interested in appointment to a committee were encouraged to contact Lyn.
- (c) The 2008 Board and Trustee Self Evaluation Survey Report was included for information. There are no recommended actions in this report.
- (d) Freedom to Read Week 2009
- (i) A memo from Shelley Civkin, Communications Officer was included for information.
 - (ii) A draft letter to Mayor Brodie was included for information.
 - (iii) The 2008 proclamation was included for information.

MOVED: That the Richmond Public Library Board send a letter to Mayor Brodie requesting that he proclaim February 22 to 28, 2009 as Freedom To Read Week in the City of Richmond.

BARNES/YOSHIKAWA.....CARRIED

- (e) Greg indicated that an update to our 2009 budget submissions were presented on table. Greg reported that:
- (i) City staff have recommended a variety of cuts across the city and a \$56,000 cut to our Operating Budget.
 - (ii) Additional Level Requests have not yet been reviewed by Council, but staff have not recommended our Additional Level Request for \$100,000 to purchase Adult non-fiction books and DVDs
 - (iii) City staff have approved the \$250,000 Capital Budget purchase of Mechanized Sorting Equipment with funding coming from library surplus.

STAFF OPERATIONS**13. Monthly Statistics**

Recent statistics were presented for information. Further details of statistics will take place at an upcoming meeting.

14. Chinese New Year

Wendy Jang reported that this year's Chinese New Year celebration will take place on Sunday, February 1st.

15. Acceptance of Susan Walters to the Northern Exposure to Leadership Institute

Greg reported that the library nominated Susan Walters, Head of Steveston and Ironwood Branches for the tenth Northern Exposure to Leadership Institute's development program to be held February 26 to March 3, 2009 at the Emerald Lake Lodge in Yoho National Park.

'Northern Exposure to Leadership' is intended to motivate librarians to develop leadership potential. The program assists in developing, strengthening and exercising individual leadership abilities so that they are better prepared to create, articulate and achieve organizational visions for the benefit of library service.

Greg was pleased to inform the Board that Susan Walters was accepted into this valuable program.

16. Filipiniana Collection Initiative

Greg reported that he had met with Dulce Cuenca and her contacts from the Philippine community to develop a Filipiniana collection. A letter dated January 13, 2009 to Mari LaRosa of Scotiabank was included for information.

Fundraisers from the Filipina Scotiabankers group generously donated \$10,000 to purchase materials for the collection, and will continue to support the collection. A launch of the collection will take place in May in coordination with Asian Heritage Month.

17. Appointment of Greg Buss to Interim Board of the BC Libraries Co-operative

An email dated December 17, 2008 inviting Greg to join the Interim Board of the BC Libraries Cooperative. Greg's interim appointment will last until the AGM in March, at which time permanent Directors will be elected.

18. Other Business

- (a) A news release from the City of Richmond dated January 28, 2009 describing 2010 celebration plans was included on table for information.
- (b) An invitation to the Richmond 2009 Subaru E-Venti Marathon Awards Dinner on Sunday, March 1, 2009 was extended to the Board and staff by Mark Bostwick. Mark reported that the annual marathon event to support Richmond Public Library has already sold out.

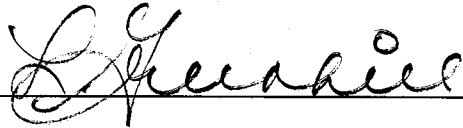
19. Date of Next meeting

The next meeting is **Wednesday, February 25, 2009 at 7:00 pm.**

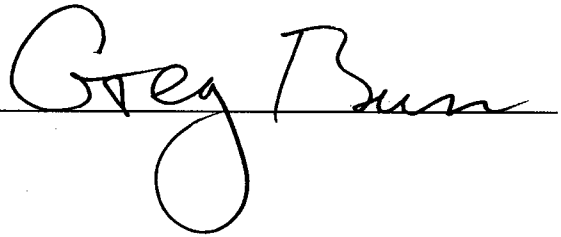
Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:35 p.m. and moved to Closed meeting.

CHAIR

A handwritten signature in cursive script, appearing to read "L. Greenhill", written over a horizontal line.

CHIEF LIBRARIAN

A handwritten signature in cursive script, appearing to read "Greg Bush", written over a horizontal line.