

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, July 28, 2010

Present: Arlene Yoshikawa, Chair
Pat Watson, Vice Chair
Mark Bostwick
Dulce Cuenca
Lyn Greenhill
Sanjiv Khangura
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Councillor Linda Barnes
Peter Kafka

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 as presented.

BOSTWICK/TANG.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of June 30, 2010 be approved with a correction to Simon Tang's name as it appears on page 4.

BOSTWICK/TANG.....CARRIED

MOVED: That the minutes of the closed meeting of June 30, 2010 be approved with a correction to Simon Tang's name.

TANG/KHANGURA.....CARRIED

4. Business Arising

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

(b) Information on Risk Management was included for information. Greg noted that since the preparation of this information the City's Risk Manager has

been in contact to say that the \$6,000 annual fee to the library to cover insurance cost will most likely be going up to around \$13,000.

5. Correspondence

None.

COMMUNITY

6. Report from Councillor Barnes

None.

7. Friends of the Library

Betsy Blair reported that donations of material continue to be high and of good quality. The Friends are on track for the upcoming Fall Mini Sale on September 18th.

8. InterLINK Report

No report.

9. British Columbia Library Trustees Association Report

Arlene noted that she is the Chair of the 2011 Conference Committee for BCLTA and asked the Board for program proposals or suggestions. Deadline is October 12, 2010.

As the Reception Chair for the UBCM reception she noted that invitations to selected people have been sent and the limit is 60 participants.

And as the Nominating Chair she encouraged Board members to consider running for BCLTA executive and/or trustee positions, of which there will be 5 available. The deadline for nomination is early 2011 and elections take place at the AGM in April.

10. Customer Comment Forms

Arlene 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.

BOARD11. Activities

- (a) Behind-the-scenes tours of branches took place recently for Simon and Sanjiv. Both indicated that the tours were informative.
- (b) The calendar and work plan were included for information.

12. Governance(a) Fund Development

- (i) A status report for July was included for information.
 - a) The Richmond Chinese School Foundation meeting has been set for Thursday, August 12th. Pat and Lyn can attend, Simon will confirm.
 - b) Greg indicated that we want to do something to recognize the Richmond Community Foundation donation, but are waiting for an appropriate time for the donor.
 - c) The Scotiabank Filipiniana Collection launch is scheduled for August 14th. Dulce and Pat can attend.
- (ii) Letters to the Richmond Community Foundation and Kronier and Sparrow Ltd. were included for information.
- (iii) A letter to the Ben and Esther Dayson Charitable Foundation was included for information.

(b) Policy Development

- (i) A status report for July was included for information. The Board discussed item 4, expanding the description of the role of the Chair. The goal is to highlight what the Chair does as opposed to the Trustee. A revised document will be brought to the September meeting.

(c) Strategic Planning

- (i) Preparatory materials for the August 10 planning session were enclosed. Greg noted that input from the public explaining what the library means to users would be helpful for many things, especially the development of a submission for the City's Official Community Plan (OCP). Also, in 12(e) below, it was noted that the council vote was not unanimous and Council had requested information on how the library's collection is funded.

Council has in effect given us the opportunity to explain what we are doing and why we are doing it, and to explain our biggest need, collection development and maintenance.

(d) Chief Librarian's Performance Appraisal 2011. During the 2010 appraisal two process issues arose.

- (i) Succession planning for board members doing the appraisal was discussed. The steps required in performing the appraisal are outlined in policy, but limited to Chair and Vice Chair. The outcome is known, but the

steps to get there are not documented. It was also noted that Arlene, Pat and Lyn did the 2010 appraisal and two of them won't be on the Board in 2011. In the interest of documenting the process for future participants, and for training participants, Arlene will create a step-by-step process document in collaboration with Pat and Lyn.

- (ii) Board policy allows the Board to reach out to city staff and council for input. That did not happen in 2010 but has happened in the past. It was agreed that the process document should describe when and how to seek input from city staff and council.
- (e) Approval of \$100,000 for Junior Collection
 - (i) The additional level request was included for information.
 - (ii) An excerpt of the Minutes of July 12, 2010 Council meeting were included for information.
 - (iii) Proposed allocations were included for information.

The Board requested that we report back to Council to thank them for the funding and to indicate what impact it has had on the community.

STAFF OPERATIONS

13. Monthly Statistics

Recent statistics were presented for information.

Greg noted that the stats indicate two things:

- a) We have not fully bounced back from the O Zone and
- b) 2009 was an exceptional year in terms of increase in use.

Virginia McCreedy noted that 5,500 kids have registered for Summer Reading Club so far, making 2010 our best year ever.

14. Semi-Annual Human Resources Update

Semi-annual information is provided in July and January. Statistics are provide monthly, but as the numbers are small trend analysis is difficult. The Board suggested that these statistics be presented by quarter instead of monthly.

15. Strategic Plan Reports

- a) Wendy Jang's report on the Celebrate Canada Fair held June 27th was included for information. This was another successful event, attended by just under 3,000 people.

16. Scotiabank Filipiniana Collection

- a) An invitation was included for information.
- b) A press release was included for information.

17. Other Business

Shaneena Rahman presented an update on the new automated sorting equipment, which has been in operation for about 3 weeks. Staff report that they find it simple and easy to use. This equipment eliminated 8 workstations, provides a more ergonomic setting in which to process over 8,000 items a day. Staff now have a larger variety of duties and are sorting, shelving and assisting customers more. Most valuable to our customers is the fact that returns are processed the same day, providing customers with faster access to materials.


18. Date of Next meeting

The next meeting is **Wednesday, September 29, 2010 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 8:45 p.m.

CHAIR



CHIEF LIBRARIAN

