

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, May 26, 2010

Present: Arlene Yoshikawa, Chair
Pat Watson, Vice Chair
Councillor Linda Barnes (arrived at 7:50)
Mark Bostwick
Dulce Cuenca
Lyn Greenhill
Peter Kafka
Sanjiv Khangura (left at 9:00)
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the addition of item 9(b).

BOSTWICK/WATSON.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of April 28, 2010 be approved as presented.

BOSTWICK/GREENHILL.....CARRIED

Arlene introduced our guests:

Becky Hui, Senior Manager from our auditors, KPMG,
Jerry Chong, Director of Finance at the City of Richmond, and
Hari Suvarna, Manager of Budget and Accounting at the City of Richmond.

The meeting immediately moved to item 12(e), 2009 Financial Statements.

Discussion of the new standard for public sector that requires showing tangible capital assets and amortizations followed.

The Board asked that an appropriate summary be provided as part of the audited financial statements that easily points to the operating surplus of \$82,641. While the Board can use appropriate figures in the Annual Report to the Community, granting

bodies and some donors request audited financial statements from non profit organizations as part of their decision making process. The Board indicated that the statements provided were, in their opinion, not sufficiently clear to support our requests for grants and donations. Correct information is provided within the audited statements, but buried within Note 7. The Board indicated they were therefore not satisfied with the presentation of our actual financial position and that an additional summary or schedule provided within the audited statements clearly stating the actual surplus/deficit for the year would satisfy them.

The City of Richmond's Risk Manager will be asked to clarify insurance coverage.

In response to a question by the Board, Greg noted that when we have a surplus, the Board has the ability to either carry it over or commit it to a specific purpose. In the past we have put surplus funds toward collections. Deficits have not been an issue.

The City staff noted that budgeting for amortization is not required by the city's charter and they are looking at reconciliation in their statements also. Capital vs. operating items are defined by GAAP. Items under \$1,000 are not capitalized, but the collection material as a whole is. The useful life for most items in the collection is four years and therefore an amortization period of four years for the collection has been selected. This is in line with most other libraries.

Both KPMG and the city staff stated that the impact of the impending harmonized sales tax on library finances is expected to be close to negligible.

The guests left at 7:45 pm.

The Board requested a thank you letter be sent to the City staff for their expertise and assistance in financial reporting.

(Linda Barnes arrived at 7:50 pm.)

4. Business Arising

- (a) A report of outstanding items to be brought forward was included for information.
- (b) An email from Jacqueline van Dyk regarding trustee terms of appointment was included for information. Discussion identified the need for further clarification.

5. Correspondence

- (a) A letter dated May 20, 2010 to Alice Wong, Member of Parliament for Richmond was included for information. This letter was also sent to John Cummins, MP for Delta-Richmond East.

MOVED: That the correspondence be received.

BOSTWICK/TANG.....CARRIED

COMMUNITY6. Report from Councillor Barnes

Councillor Barnes encouraged all Trustees to participate in the Social Planning Strategy Survey.

7. Friends of the Library

Betsy Blair reported by email that she would be unable to attend tonight's meeting and that book donations are up in the last few weeks and the FOL book sorters are busy again.

8. InterLINK Report

Mark attended the meeting on May 25th and noted that harmonizing fines and loan periods was discussed as part of InterLINK's Strategic Planning. Greg will bring the summary of regional fines and loan periods to a future meeting.

9. British Columbia Library Trustees Association Report

- (a) Draft speaking notes for a meeting with Deputy Minister James Gorman on May 19, 2010 were included for information.
- (b) A report of the meeting was included on table.

Arlene noted that there is a desire amongst all parties for a meeting with the Deputy Minister twice each year and that a meeting with the Minister is scheduled annually during the UBCM conference.

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) A copy of Mr. Lee's congratulatory announcement in the Ming Pao Daily News was enclosed for information.

- (b) Greg met with Simon and Sanjiv for a tour of Brighthouse. A branch tour will be scheduled and a web site orientation for all Board will be scheduled in the near future.
- (c) The social planning strategy public survey was included for information. Everyone was encouraged to take part by June 18, 2010.
- (d) Leadership Richmond Youth Now participation over the last 4 terms was discussed. We participated in the previous 3 terms but did not for the 2009/10 term. Two volunteer mentors were requested or the program could not be supported. Simon Tang and Pat Watson agreed to be mentors, which requires attending several seminars and supporting the participant in their assigned project.

MOVED: That the Richmond Public Library Board apply for a Leadership Richmond Youth Now participant for the 2010/11 term.

GREENHILL/KAFKA.....CARRIED

- (e) The calendar and work plan were included for information.

12. Governance

- (a) The 2010 Board Manual was presented on table.
- (b) Fund Development
 - (i) A letter dated May 7, 2010 from the Richmond Chinese School Foundation announcing the Library as recipient of their donation was included for information.
 - (ii) A response letter dated May 13, 2010 was included for information. As yet the donation has not been received, but is expected shortly. Lyn noted that there was a possibility that the donation would be split between our operating account and endowment fund.
- (c) Policy Development
 - An update will be brought to the July meeting.
- (d) Strategic Planning
 - (i) A status report on *Building on Success* was included for information.
 - (ii) The Steering Committee on Strategic Planning will meet and report back to the June Board meeting.

(Sanjiv left at 9:00 pm)

- (e) Financial Statements. Becky Hui, Senior Manager from KPMG presented the letters of oversight, independence, and the financial statements for the year ended December 31, 2009 earlier in the meeting.
 - (i) Introductory notes were included for information.
 - (ii) The 2008 Financial Statements were included for information.
 - (iii) The 2009 Oversight letter was included for decision.
 - (iv) The 2009 Independence letter was included for decision.
 - (v) The 2009 Financial Statements were included for decision.

There was further discussion of comparability between 2008 and 2009 Financial Statements and the request for a document to be used for the public and donors to be included in the Audited Financial Statements. Greg will work with the City staff and the final statements will be reviewed by the Chair and Vice Chair.

MOVED: That the Board accept and approve the Oversight letter, the Independence letter and the 2009 Financial Statements, subject to final approval by the Chair and Vice Chair.

KAFKA/TANG.....CARRIED

- (f) Our Additional Level Request for 2009 City Surplus was included for information. This request was for an additional \$100,000 for the collection.

STAFF OPERATIONS

13. **Monthly Statistics**

Recent statistics were presented for information.

14. **Filipiniana Collection**

The Scotiabank Filipiniana Collection Inauguration on June 12, 2010 has been postponed.

15. **Celebrate Canada Day**

A memo from Wendy Jang dated May 19, 2010 was included for information. The library will celebrate Canada Day on Sunday, June 27, 2010 from 11 am to 4 pm. All Board were invited to attend.

16. **Articles on e-Books**

A package of several recent articles was enclosed for information. Greg encouraged the Board to send him relevant articles or web sites so that information could be included in future Board packages.

17. **Other Business**

Arlene thanked Simon and Dulce for joining her in participating in McHappy Day on May 6th and noted that \$7,800 was raised in Richmond for the Richmond Christmas Fund.

18. Date of Next meeting

The next meeting is **Wednesday, June 30, 2010 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:28 p.m.

CHAIR *Arlene Yoshikawa*

CHIEF LIBRARIAN *Greg Burr*