

## RICHMOND PUBLIC LIBRARY BOARD

Wednesday, May 27, 2009

Regular Meeting 7:00 pm to 9:30 pm

Administration Boardroom

### A G E N D A

|  | Time | For<br>Information | For<br>Discussion | For<br>Decision |
|--|------|--------------------|-------------------|-----------------|
| <b><u>BUSINESS SECTION:</u></b>  |      |                    |                   |                 |
| 1. Call To Order   | 7:00 |                    |                   |                 |
| 2. Approval of Agenda  |      |                    |                   | X               |
| 3. Approval of Regular Board Meeting Minutes of April 29, 2009             |      |                    |                   | X               |
| 4. 2008 Financial Statements<br>Guest: Ms. Becky Hui, Senior Manager, KPMG |      |                    |                   |                 |
| (a) Oversight Letter   |      |                    |                   | X               |
| (b) Independence Letter  |      |                    |                   | X               |
| (c) Financial Statement  |      |                    |                   | X               |
| 5. Business Arising<br>None  |      |                    |                   |                 |
| 6. Correspondence  |      |                    |                   | X               |
| (a) Letter dated May 7, 2009 to Dace Starr                                 |      | X                  |                   |                 |
| (b) Letter dated May 15, 2009 from B. McNulty                              |      | X                  |                   |                 |
| <b><u>COMMUNITY:</u></b>   |      |                    |                   |                 |
| 7. Report from Councillor Barnes   |      | X                  |                   |                 |
| 8. Friends of the Library Report   |      | X                  |                   |                 |
| 9. InterLINK Report  |      | X                  |                   |                 |
| 10. British Columbia Library Trustees Association Report                   |      |                    |                   |                 |
| (a) Email dated May 5, 2009 re: Update on BCLTA Board Activities           |      | X                  |                   |                 |
| (b) Letter dated May 6, 2009 re: Library Performance Measures              |      | X                  |                   |                 |
| (c) BCLTA Annual Report 2008-2009  |      | X                  |                   |                 |
| 11. Customer Comment Forms   |      |                    |                   |                 |
| (a) Summary of comments  |      | X                  |                   |                 |
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| 12. Hamilton Community   |      |                    |                   |                 |
| (a) Online Survey Results  |      | X                  |                   |                 |
| (b) Open House (May 21 <sup>st</sup> )                                     |      | X                  |                   |                 |

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|---------------------------------|--|------------|-----------------|----------------|--------------|
| <b><u>BOARD:</u></b>            |  |            |                 |                |              |
| 13.                             | Activities   |            |                 |                |              |
|                                 | (a) New Trustee Orientation Update                         | (Attached) | X               |                |              |
|                                 | (b) Leadership Richmond Youth Now Report                   |            | X               |                |              |
|                                 | i. Letter dated May 11 <sup>th</sup> from L. Greenhill     | (Attached) | X               |                |              |
|                                 | (c) <i>Feliciter</i> Vol. 55 No. 3 (2009)                  | (Enclosed) | X               |                |              |
|                                 | (d) Calendar and Work Plan                                 | (Attached) | X               |                |              |
| 14.                             | Governance   |            |                 |                |              |
|                                 | (a) Chief Librarian Performance Appraisal                  |            |                 |                |              |
|                                 | i. Policy  | (Attached) | X               |                |              |
|                                 | ii. Checklist  | (Attached) | X               |                |              |
|                                 | (b) Submission for funding from City's surplus             | (Attached) | X               |                |              |
|                                 | (c) 2008 Statement of Financial Information (SOFI)         | (Attached) | X               |                |              |
|                                 | (d) Provincial Election – letters to successful candidates |            |                 | X              |              |
| <b><u>STAFF OPERATIONS:</u></b> |  |            |                 |                |              |
| 15.                             | Monthly Statistics   | (Attached) | X               |                |              |
| 16.                             | O-Zone Celebration Update                                  |            | X               |                |              |
| 17.                             | Human Resources Update                                     |            |                 |                |              |
|                                 | (a) Summary Report of Major Staffing Changes               | (Attached) | X               |                |              |
|                                 | (b) Training and Conferences                               | (Attached) | X               |                |              |
| 18.                             | Celebrate Canada Day                                       | (Attached) |                 |                | X            |
| 19.                             | <b>Other Business</b>                                      |            |                 |                |              |
| 20.                             | Date of Next Meeting<br>June 24, 2009                      |            |                 |                |              |
| 21.                             | Adjournment  | 9:30       |                 |                |              |