

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, May 27, 2009

Present: Arlene Yoshikawa, Vice Chair
Linda Barnes, Councillor
Albert Beh
Mark Bostwick
Peter Kafka
Pat Watson
Leslie Wilson

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Lyn Greenhill, Chair
Dulce Cuenca

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 additions of item 13(e) and 14(d) on table.

BOSTWICK/BEH.....CARRIED

3. Approval of Minutes of April 29, 2009

MOVED: That the minutes of the Regular Board Meeting of April 29, 2009 be approved as corrected and presented on table.

WATSON/BEH.....CARRIED

4. 2008 Financial Statements

Becky Hui, Senior Manager from KPMG joined us to review the letters of oversight, independence, and the financial statements for the year ended December 31, 2008.

(a) The Oversight letter was included for decision.

There was discussion regarding reporting tangible capital assets. We are currently working with the City of Richmond finance department to develop reporting of tangible capital assets policy for the library.

MOVED: That the Board accept and approve the oversight letter.

WILSON/WATSON.....CARRIED

(b) The Independence letter was included for decision.

MOVED: That the Board accept and approve the Independence letter.

KAFKA/BEH.....CARRIED

(c) The Financial Statements were included for decision.

The Board discussed Note 2 (e) regarding insured value vs. replacement value of books and library materials. Greg will provide background information for the last 4-5 years.

MOVED: That the Board accept and approve the 2008 Financial Statements.

KAFKA/BEH.....CARRIED

5. Business Arising

None.

6. Correspondence

(a) A commendation letter to Dace Starr dated May 7, 2009 was included for information.

(b) A letter dated March 31, 2009 from Bill McNulty thanking the Board for his departure gift book was included for information.

MOVED: That the correspondence be received.

BOSTWICK/WATSON.....CARRIED

COMMUNITY

7. Report from Councillor Barnes

Councillor Barnes briefly updated the Board on council activities. Development has slowed but not stopped and the City is not looking at staff layoffs at this point. Our automated sorter equipment is back on the City's list and will be reviewed shortly. Linda suggested that issues to watch are electronic vehicles and First Nations treaties.

8. Friends of the Library

Laria McKee reported that donations are approximately 50% less than last year. The Board asked if there is a way to work with Reading Tree and requested more information.

MultiFest is not happening in August, but the Friends will have a table at Canada Day Celebrations on Saturday, June 27th and the next sales are planned for September 26th and October 17/18.

9. InterLINK Report

Leslie Wilson reported that strategic plan development is underway in two parts. Part 1 is the basis of the plan and may be available for our June meeting. Part 2 involves the mission and values and will take longer. A new truck for deliveries is being purchased. A summary of the May meeting will be available for our June meeting.

10. British Columbia Library Trustees Association Report

(a) An email dated May 5, 2009 re: BCLTA activities was included for information.

(b) An letter dated May 6, 2009 thanking Greg for his presentation at the recent BCLA conference was included for information.

(c) The BCLTA Annual Report 2008-09 was included for information.

(d) Arlene reported that the infrastructure study has been completed and will be presented on June 13th to BCLTA.

(e) Arlene noted that the citizenship and drivers tests will be highlighted in the spring BCLTA newsletter.

11. Customer Comment Forms

Arlene noted that the customer comment forms were on the table for review. The Board discussed the collection agency comment. We are not currently using the collection agency for new items, but they still have some items on record. Our preference is returned material, not fee collection.

11. Summary of Comments

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

BOARD**12. Hamilton Community**

- (a) Results of the online residents' survey were included for information. Greg indicated the results reinforce previous surveys.
- (b) Dace Starr attended the May 21st Hamilton Feasibility Study Open House and reported that attendance was very low.

Laria McKee reported that four Friends of the Library went to Hamilton on Saturday, June 9th and complimented staff on the good selection provided.

13. Activities

- (a) Peter and Linda have completed tours of Brighthouse. Tours of the branches will be scheduled next.
- (b) Leadership Richmond Youth Now participation for next term starts in September. The Board discussed what a project could be and how to approach it. Investment of the Board members time is a consideration.
 - (i) A letter dated May 11, 2009 to Ariel Yeh was included for information.
- (c) Feliciter Vol. 55 No. 3 (2009) was enclosed for information.
- (d) The calendar and work plan were included for information. Michael Burris will be invited to the June meeting and Errin Morrison will be invited to a future meeting.
- (e) A conference report from Pat Watson was provided on table.

14. Governance

- (a) The Chief Librarian's Performance Appraisal will be scheduled for a closed session at the June meeting.
 - (i) Section 8.3 of the policy manual was included for information.
 - (ii) The Chief Librarian's Performance Appraisal checklist was included for information.
- (b) The Automated Book Sorting System submission from May 2008 was provided for information as \$100,000 of the funding was presented to the Finance Committee under 2008 Surplus Appropriation as a Councillor Submission by Linda Barnes and supported by TAG. Greg thanked Linda for revitalizing this equipment request. The Finance Committee will review the list of items at their next meeting and Linda will keep the Board informed. If approved the purchase and installation would not happen until after the O-Zone events.

The Board discussed business planning for the automated sorting system and justification for purchase. Peter requested additional information if the request is approved by the City.

- (c) The 2008 Statement of Financial Information (SOFI) submission to the Library Services Branch was included for information.
- (d) An email dated May 26, 2009 regarding the June Library Reception to thank provincial government for its contribution to public libraries was included for discussion. Friday, June 26th is the confirmed date of this event, which will take place across BC. The Board discussed planning of the event. BCLTA and bigger libraries will provide organization. Greg will provide an update after the AAG meeting on June 5th and asked that all Board members put aside Friday, June 26th for this event. Invitations will be sent out this Friday. The concept is valuable and we will be flexible with the date if necessary. Linda will try to attend and suggested a second event with MPs for federal perspective.

STAFF OPERATIONS

15. Monthly Statistics

Monthly statistics were included for information.

April 2009 included 2 closed days for the Easter holiday. A more extensive discussion of statistics is planned for the July meeting.

16. O-Zone Celebration Update

Planning for the O-Zone continues. Current plans include an "international living room" function in the pm, with regular library service in the am.

A summary of the current thinking will be presented at the July meeting.

17. Human Resources Update

(a) A summary of major staffing changes for the six month period November 1, 2008 to April 30, 2009 and statistics for the past three years were included for information. The Board requested explanation of the reason for resignations – indicating if the staff moved, left for another job, left for a promotion at another library, etc.

(b) Training and conference attendance for the year to date was included for information.

The next update will also include an organization chart.

18. Celebrate Canada and Canadian Multiculturalism

A memo from Wendy Jang regarding the Saturday, June 27th event was included for information. June 27th is Multiculturalism Day. Mayor and Council are invited. As in the past, a Trustee will assist in the opening ceremony.

19. Other Business

None.

20. Date of Next meeting

The next meeting is **Wednesday, June 24, 2009 at 7:00 pm.**

Adjournment

There being no further business, the Vice Chair declared the meeting adjourned at 9:05 p.m.

VICE CHAIR



CHIEF LIBRARIAN

