

**RICHMOND PUBLIC LIBRARY BOARD**

**Wednesday, May 30, 2012**

Present: Pat Watson, Chair  
Councillor Linda Barnes  
Mark Bostwick  
Diane Cousar  
Dulce Cuenca  
Sanjiv Khangura  
Susan Koch

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Peter Kafka, Vice Chair  
Simon Tang

**BUSINESS SECTION**

1. Call to Order

The meeting was called to order at 5:30 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the addition of items 16(b), 16(c) and 16(d) on table, and that items 10 and 11 be moved up to appear after item 7.

BOSTWICK/KHANGHURA.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of April 25, 2012 be approved as presented.

BOSTWICK/COUSAR.....CARRIED

4. Business Arising

None

5. Correspondence

None

**REVIEW AND APPROVAL OF 2011 FINANCIAL STATEMENTS**

Greg introduced our guests, Nancy Aide-MacKay of KPMG and Jerry Chong of the City of Richmond.

- 6. Nancy Aide-MacKay informed the Board that KPMG is in a position to issue the Financial Statements after approval by the Board. There are no outstanding matters.
  - (a) Nancy presented the Audit Finding Letter and three appendices: the Independence Letter, Management Representation Letter and Internal Control Letter, highlighting two internal control opportunities in physical evidence of reviewing shipments of books and reconciliation between in-kind donations received and revenues recorded.

- (b) Jerry Chong presented the draft 2011 Financial Statements

The Board discussed the terminology used in the statement of financial position “accumulated surplus” and noted that it may be confusing to the public as it includes tangible capital assets including the library’s collection.

The Board also discussed post-employment benefits such as vacation, other entitlements and non-vested sick banks, which we do not pay out when staff leave, and noted that the Municipal Pension Plan is confident they have enough funds to maintain pension liabilities.

Greg drew attention to the annual surplus. Jerry noted that the surplus is reasonable, the source is identifiable and that operations are managed well.

Pat thanked our guests for attending and Greg extended appreciation to Jerry and the City’s finance team for excellent support and assistance.

Moved: That the Richmond Public Library Board approve the 2011 Financial Statements as presented.

KOCH/COUSAR.....CARRIED

7. 2011 Statement of Financial Information

- (a) A copy of the 2011 SOFI package was presented. Greg noted that this is a requirement of the Provincial government which includes the financial statements and more operational details.

Moved: That the Richmond Public Library Board approve the 2011 Statement of Financial Information as presented.

KOCH/KHANGURA.....CARRIED

10. Report from Councillor Barnes

Councillor Barnes noted that the city will review surplus funds on June 4<sup>th</sup> can choose to allocate to requests for surplus funds or transfer to their surplus account. The Library Board could also choose to allocate or hold their surplus.

11. Friends of the Richmond Library

Debby Newton reported that the date is set for the 40<sup>th</sup> anniversary party – Saturday, July 28<sup>th</sup> in the Performance Hall at 1:00 pm with speeches to start at 1:30. All Board

and staff are invited and Greg will provide Debby with contact information for former Board members.

### **EDUCATION SESSION**

8. An outline of education topics completed and planned for future was included for information.
  - (a) Susan Walters provided information on the recently popular Fifty Shades of Grey trilogy. The library has not received a challenge on this material to date.
  - (b) Kat Lucas demonstrated the mobile Test Drive Centre, which will be used at branches and other locations. Response to the Test Drive Centre in Brighthouse has been positive but slow and the next step is programming.

### **STAFF OPERATIONS**

9.
  - (a) Lee Anne Smith spoke to her report on the Celebrate Earth Day event in the library on April 21<sup>st</sup>.
  - (b) A Message from the Canadian Urban Libraries Council eBook Task Force was included for information. Greg noted that the Task Force's timeline for their 2013/14 pilot project is unfortunately long given current public demand.
  - (c) Wendy Jang spoke to her report on the WCILCOS conference and tour, during which she networked with a large number of academics and librarians from around the world.

(Linda Barnes left at 6:50 pm.)

### **COMMUNITY**

#### **12. InterLINK Report**

Mark reported that Paul Tutsch, the new president of the BCLTA and Lauren Wolfe, the new Executive Director of the BCLTA attended the last InterLINK meeting. The BCLTA AGM was not well attended.

- (a) 2012 InterLINK Board Committees were included for information. Greg has been appointed to the Planning Committee.

#### **13. British Columbia Library Trustees Association Report**

- (a) The May 2012 e-bulletin was included for information.

#### **14. Customer Comment Forms**

Pat noted that the customer comment forms were on table for review.

The Board asked if comments sent electronically could be integrated with customer comments the Board sees.

(a) Summary of Comments

The summary of comments is included for information.

BOARD15. Items for Decision and/or Discussion(a) Strategic Plan Implementation

- i. Greg noted that the furniture has been moved and basic signage installed for the Learning Place on the second floor. This space will become more active and vital, hosting films and programs. It was noted that some changes will be disruptive to the public.

(b) Fund Development

- i. The recent Kronier family tea was well appreciated by all and may be noted in the annual report to the community.
- ii. A letter dated May 16, 2012 from the Vancouver Foundation regarding this year's distribution from the Richmond Public Library Endowment Fund was included for information. Greg suggested that the Board consider spending the funds in Learning Place to help kick-start this service.

Moved: That the Richmond Public Library Board approve spending the \$10,570.21 disbursement from the Vancouver Foundation Richmond Public Library Endowment Fund on furnishings and equipment for the Learning Place at Brighthouse Branch.

BOSTWICK/CUENCA.....CARRIED

(c) Strategic Plan renewal RFP process

- i. A special meeting was set for Wednesday, June 13<sup>th</sup> at 5:30 to discuss the RFP process. A light meal will be served at 5:00.

(d) Chief Librarian Performance Appraisal

- i. The checklist was included for information.
- ii. An excerpt from the policy section was included for information.  
Greg will begin to compile his report to the Board. Pat encouraged all Board members to take an active interest in this process.

- (e) A discussion paper by Jacqueline van Dyk, Director, Libraries and Literacy entitled "*BC Libraries and the 21<sup>st</sup> Century – Developing a Vision for Moving Forward Together*" was included for information.

16. Items for Information

- (a) Several Board and staff attended the recent North Vancouver City Library session on the Future of Libraries. Mark noted that the speakers were interesting and that the community event provided a good model for the Learning Place.
- (b) Pat thanked attendees of BCLA conference for posting their reports on the Board Blog.
- (c) Pat thanked everyone who attended the recent meeting with Surrey Public Library Board at the City Centre Library. The next step is to reciprocate and host/tour the SPL Board at Richmond Public Library.

- i. Notes from the meeting were included for information.
- ii. A letter to Melanie Houlden, Chief Librarian was presented on table.
- (d) Pat thanked the Board and staff available to meet with M.P. Alice Wong last week. Minister Wong enjoyed viewing the Dr. Lee collection and we will keep her informed as promoting the collection progresses.
- (e) Information on "The Future of Libraries and Cities with Google Futurist Thomas Frey", a conference presented by the Fraser Valley Regional Library on Tuesday, October 23<sup>rd</sup> was included for information. All Board able to attend were asked to let Greg know. A strong RPL presence was anticipated.
- (f) No edition of the *Felicitier* was available this month.
- (g) The calendar and work plan were included. The Board suggested pre-planning a few mid-month special meetings for 2013 to ensure as many Board can attend as possible.

#### 17. Other Business

None.

#### 18. Date of Next Meeting

The next meeting is **Wednesday, June 27, 2012 at 5:30 pm.**

#### Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:45 p.m.

CHAIR



CHIEF LIBRARIAN

