

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, October 27, 2010

Present: Pat Watson, Vice Chair
Councillor Linda Barnes (left at 7:15)
Mark Bostwick
Dulce Cuenca
Lyn Greenhill
Peter Kafka
Sanjiv Khangura
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Arlene Yoshikawa, Chair

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 with the addition of items 9(c), 9(c)(i), 12(a)(iv) and 18(a) presented on table.

BOSTWICK/KAFKA.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of September 29, 2010 be approved as presented.

TANG/GREENHILL.....CARRIED

4. Business Arising

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

5. Correspondence

(a) An invitation to the Richmond Community Foundation 20th Anniversary VIP Reception was included for was included for information.

COMMUNITY

6. Report from Councillor Barnes

Councillor Barnes reported that the Xiamen, China recipients of books and DVDs about Richmond and British Columbia were very pleased with the donation, and she thanked the Library Board on their behalf. Linda also thanked everyone who attended the Civic Appreciation event and asked for their feedback on the event.

Linda reported that Council will review 2011 budget submissions in December.

(Linda left at 7:15)

7. Friends of the Library

Resa Lucow reported on behalf of Betsy Blair that the Friends fall sale on October 16 and 17 netted \$10,497. Their largest increase in expenses was recycling. Resa thanked the Rotary for helping set up and take down tables, and the Food Bank for taking about 20 boxes of unsold books.

8. InterLINK Report

No report.

9. British Columbia Library Trustees Association Report

(a) A report of the recent UBCM meeting and BC Libraries Reception was included for information.

(b) A letter dated October 6, 2010 from BCLTA thanking the Board for their support in sending Arlene Yoshikawa to the Libraries Reception was included for information.

(c) Biographical information of the Honourable George Abbott, the new Minister of Education was included for information.

(d) A draft letter to Minister Abbott was included for information.

10. Customer Comment Forms

Pat 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.

BOARD

11. Activities

- (a) World Food Day and Science Bash reports are included under items 14 and 15 of the agenda.
- (b) The Civic Appreciation Reception was held on October 26th. Attendees noted that the location in the City Hall atrium was excellent for networking and they appreciated the food, complementary parking, short speeches and being appreciated for their efforts. The Board asked if a thank you letter could be sent to the Mayor.
- (c) The current issue of *Feliciter* was enclosed for information.
- (d) The calendar and work plan were included for information.

12. Governance

(a) Fund Development

- (i) A status report for October was included for information.
The Board suggested that due dates be included in these status reports. A donation opportunity for Board will be included in the next package and discussed at the next meeting, including information on categories / funding breaks for donations.
- (ii) A letter dated September 6, 2010 from the Richmond Chinese School Foundation regarding their donation of \$105,972.39 was included for information.
- (iii) A letter dated October 15, 2010 to the Richmond Chinese School Foundation thanking them for the donation was included for information.
- (iv) A press release dated October 20, 2010 was included for information.
- (v) A clipping from *The Richmond Review* dated October 23, 2010 was included on table for information.

(b) Policy Development

- (i) A status report for October was included for information.
A Policy Development Committee meeting will be set before the end of the year to establish priorities and begin work on outstanding policy.

(c) Strategic Planning Steering Committee

- (i) A status report for October was included for information.
City staff have prepared a report regarding the Moncton Street Expression of Interest that will go to council in November. Greg reported that the council referral regarding funding of collections will be available for Board review next month. The first draft of our OCP submission is included in this package for information. The Board made some suggested edits and Greg asked that if Trustees had further suggestions to contact him. Approximately 1,000 user surveys have been received to date and will be incorporated into the OCP. Additional surveys in consideration are a partner survey and staff survey.

Strategic Planning Steering Committee meeting will be set before year end to update the strategic planning process.

- (d) 2011 Library Board Appointments
- (i) A summary of the recruitment statistics for 2010 Trustee applications for 2011 appointments was included for information. The Recruitment Committee interviewed every applicant who could attend and has narrowed their choices down to 2. The committee found the process a good experience and noted that we had an excellent group of applicants for consideration.
- (e) 2011 Budget.
- (i) The 2011 submission was included for discussion. Greg indicated that this is the first step and shows modest growth mostly related to contractual increases for maintenance and staff. Greg explained this 1st draft and took questions, but noted that any changes to come are anticipated to be small. Once approved, the Board has freedom to transfer between line items. The upcoming council referral will allow the Board to educate council on library budget.
 - (ii) An explanation of significant line item increases or decreases was included for information.
 - (iii) 2010 Actual revenue/expenditures to September 30th were included for information.
 - (iv) An additional level request for a Librarian was included for discussion.

MOVED: That the Board accept the 2011 Budget as submitted.

KAFKA/BOSTWICK.....CARRIED

MOVED: That the Board accept the 2011 Additional Level Request as submitted.

GREENHILL/BOSTWICK.....CARRIED

- (f) The 2010 Annual Report to Council has been scheduled for November 22nd at a public council meeting. Suggested points to cover in the presentation were included for discussion.
- (g) The 2010 Board Self Evaluation Survey was enclosed for completion.
- (h) The 2009 Canadian Public Library statistics were enclosed. These statistics are prepared by the Canadian Urban Libraries Council (CULC) each year. Greg discussed the enclosure in detail, focussing on selected BC libraries and the stats that are most important to us. These stats help the Board decide if the library's performance is where they want it to be and if we are serving our customers appropriately.

STAFF OPERATIONS

13. Monthly Statistics

(a) Recent Richmond Public Library statistics were presented for information.

14. World Food Day

Wendy Jang informed the Board that this program was attended by nearly 500 people.

15. Brighthouse Science Bash

Wendy Jang informed the Board that approximately 2,700 people attended the event.

16. Remembrance Day Celebration

Wendy Jang reported that the Mayor will attend the opening ceremony on November 7th. The library will bring a real jeep inside the building for an interesting and fun photo opportunity.

17. InterLINK Fines, Fees and Charges Survey

InterLINK's September 2010 survey results were included for information. Greg will provide a staff recommendation of changes to our fine structure at the next meeting.

18. Other Business

The Board congratulated Lee Anne Smith for recently winning an "Inspirational Richmond Women" award from the Richmond Women's Resource Centre. Lee Anne explained that she takes part in a 90 minute program, delivering a 30 minute story time for children at Cambie Branch.

The Board discussed holds and privacy of customers. This issue will be brought forward through the Policy Committee.

19. Date of Next meeting

The next meeting is **Wednesday, November 24, 2010 at 7:00 pm.**

Adjournment

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

VICE CHAIR

Pat Harper

CHIEF LIBRARIAN

Greg Burns