

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, September 24, 2008

Present: Lyn Greenhill, Chair
Arlene Yoshikawa, Vice Chair
Albert Beh
Mark Bostwick
Dulce Cuenca
Leslie Wilson

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Bill McNulty, Councillor
Pat Watson

Guest Presentation

Peter Liang, a Communications Officer from Statistics Canada presented an overview of the latest demographic, ethno-cultural and linguistic portraits of residents of the City of Richmond gathered by the 2006 census. Some highlights:

- Richmond is the #4 fastest growing city in the region, increasing 6.2% from 2001 to 2006. Population numbers in 2006 were 173,000 and the 2008 estimate is 186,628.
- Richmond has the highest median age (40.7) in the region.
- Richmond has the highest number of foreign born residents (57.4%) in Canada.
- Further details are available at www.statcan.gc.ca

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:35 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of items 9(e) and 9(f) on table.

BOSTWICK/YOSHIKAWA.....CARRIED

3. Approval of Minutes of July 30, 2008

MOVED: That the minutes of the Regular Board Meeting of July 30, 2008 be approved as presented.

YOSHIKAWA/BOSTWICK.....CARRIED

4. Business Arising

None.

5. Correspondence

- (a) A letter dated August 14, 2008 from the Ministry of Education re: Per Capital Operating Grant was included for information. Greg noted that this letter uses the population estimate of 186,628 to calculate our grant.
- (b) A letter dated September 4, 2008 from SUCCESS re: Building on Success was included for information.
- (c) A letter dated September 15, 2008 to R. Gonzalez re: Brighthouse Flood Repairs was included for information.

MOVED: That the correspondence be received.

BEH/WILSON.....CARRIED

COMMUNITY6. Report from Councillor McNulty

No report.

7. Friends of the Library

Laria McKee reported that the Friends attended Multifest on August 9th for the first time, which they found challenging but successful. Children's books in English sold best, both at Multifest and at Celebrate Canada Fair and they will focus on this target group for future sales. Laria noted that the Richmond Review recently published an article about the wheelchairs they donated and reminded everyone that the fall sale will take place on October 4th and 5th. The Friends purchased new sale tables that are lighter and easier to set up.

8. InterLINK Report

- (a) A letter dated July 18, 2008 re: 2007 InterLINK compensation was included for information.
- (b) A letter dated July 29, 2008 recognizing the above payment was included for information.

Leslie noted that the next InterLINK meeting is next week.

9. British Columbia Library Trustees Association Report

- (a) An email dated August 28, 2008 regarding the UBCM library reception on September 25th in Penticton was included for information. Arlene indicated she would attend.
- (b) An email dated August 26th providing an update of BCLTA Board Activities was provided for information. Arlene reported that she was nominated the Committee Chair for the 2009 Conference, and the Committee is working on presentations and partnerships with teacher librarians, Archives staff and health librarians.
- (c) An email dated August 11th regarding the upcoming presentation by OCLC on September 29th was included for information. Greg indicated that he would attend.
- (d) An email dated September 4, 2008 regarding the Chairing the Board PILOT session on November 8th was included for information. Arlene indicated she could provide presentation information for our January meeting.
- (e) An update on the Library 2020 initiative was presented on table for information.
- (f) The final Brief for the Honourable Shirley Bond was included on table for information. Arlene indicated that the brief would be presented to Minister Bond on September 26th.
- (g) Arlene indicated that BCLTA has received funding for an infrastructure needs assessment in the form of a \$15,000 grant.

10. Customer Comment Forms

Lyn noted that the customer comment forms were on the table for review. Mark Ellis noted that iReady service had been a problem in the previous period.

(a) Summary of Comments

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

BOARD

11. Activities

- (a) Mark and Albert attended the September 6th tour of Branches. Both indicated that it was useful to see operations from the staff side.
- (b) A copy of the invitation to the Civic Appreciation Reception to be held on October 16th starting at 5:30 at the Executive Airport Plaza Hotel was included for information.
- (c) Leadership Richmond workshops for Fall 2008 were provide for information.
- (d) A copy of the invitation to the Richmond Chinese Community Society's fundraising dinner/dance on October 25th was provided for information. The library will once again purchase a table of ten tickets and offer tickets to Board members and their guest.
- (e) A copy of most recent *Felicitier* was included for information.
- (f) The calendar and work plan were included for information.

12. Governance

(a) The presentation to General Purposes Committee on September 2, 2008 was included as follows:

- (i) Lyn's speaking notes were included for information.
- (ii) The City Staff Briefing paper was included for information.
- (iii) A summary of the questions asked by General Purposes Committee was included for information.
- (iv) An excerpt of the September 2nd minutes of General Purposes Committee was included for information.

Lyn noted that the format of presenting to General Purposes Committee was suggested as it allows more time for discussion with Council. The Board will continue this format next year. This year's presentation allowed detailed discussion of the technical aspects of an automated check-in system.

(b) Lyn's speaking notes for the 2007/08 Annual Report to Council on September 8, 2008 were included for information.

(c) The notes of a Policy Committee meeting held September 10, 2008 were included for information.

Dulce Cuenca left at 8:05 during discussion of the meeting notes.

- (i) A draft policy on Staff Recognition was included for decision.

MOVED: That the Staff Recognition Policy be accepted as presented.

BOSTWICK/WILSON.....CARRIED

- (ii) Dates for the 2008 staff appreciation day were discussed and Sunday, November 23rd was chosen. The format will be the same as the 2007 event, with the addition of extending the invitation to family members. Dace Beggs, Special Projects Librarian will again organize the event.

- (iii) A revised policy on Policy Development was included for decision.

MOVED: That the Policy Development policy be accepted as presented.

BOSTWICK/BEH.....CARRIED

(d) The notes of a Fund Development Committee meeting held September 10, 2008 were included for information. It was suggested that the full Board meet in a planning session in December to discuss fundraising. The Board regularly meets in December for strategic planning, so this time and subject will be helpful. A meeting was set for Wednesday, December 10th at 6:00 pm.

Dulce Cuenca returned at 8:37

- (e) 2009 Library Board Appointments information was included as follows:
- (i) Trustee Recruitment Policy
 - (ii) Trustee Competencies
 - (iii) Schedule of dates
 - (iv) Current Board Membership List
 - (v) The 2008 Board Recruitment Committee was established, composed of Leslie Wilson, Mark Bostwick and Greg Buss. Albert Beh agreed to act as alternate.

Interviews will be scheduled for the evening of Wednesday, October 22nd and Thursday, October 23rd (if required). A light meal will be provided prior to the interviews.

- (f) The proposed 2009 budget was included as follows:
- (i) 2009 Proposed Operating Budget of September 5, 2008
 - (ii) Ongoing Additional Level Request to upgrade the adult non-fiction collection.
 - (iii) One time Additional Level Request to upgrade junior non-fiction collection in areas related to school and general interest topics for ages 6-16.
 - (iv) Capital Project Submission for mechanized sorting equipment.

Greg explained that the budget has already been submitted to meet City deadlines. The Board discussed the operating budget in detail and the process of additional levels requests. Options for the Capital budget were identified as leasing equipment or contributing from surplus, should the request be denied.

MOVED: That the Board support the budget submission, two additional level requests and capital project submission as presented.

YOSHIKAWA/BEH.....CARRIED

STAFF OPERATIONS

13. **Monthly Statistics**

Recent statistics were presented for information. Greg noted that the August 1st flood at Brighthouse impacted many stats and an estimated 40,000 in circulation was lost.

Dulce Cuenca left the meeting at 8:46.

14. **Brighthouse Flood Report**

A memo from Beryl Jeffrey outlining the August 1, 2008 flood at Brighthouse was included for information. City staff quickly responded to our emergency and the restoration company repaired every affected area as quickly as possible, ensuring that public space closure was minimized.

15. IFLA Conference Report

Wendy Jang spoke about her presentation and the tour provided for IFLA Satellite Conference attendees. Wendy's presentation will be included in the next Board package as it reinforces census trends presented today.

16. Kindergarten Theme Bags

A memo from Virginia McCreedy outlining the Theme Bags project was included for information. Virginia reported that the launch on August 12th was a success. The launch was combined with the popular Summer Reading Club puppet show and attended by Minister Linda Reid.

17. Multi-sector Licence Package

An email from BCLTA and a memo from Ping He regarding the multi-sector licence package were included for information. Ping He reported that this package will cost about 20% of what we would pay on our own. The program officially starts next year, but EBSCO products are available already, so we are getting them for free until January. There are more than 20 databases available. Staff will be trained on use of all the databases next month.

18. 2008 Summer Reading Club

Strategic plan reports of this years' SRC and Teen SRC were included for information. 2008 SRC was another amazing success with over 4,800 kids registered in the children's program. 260 teens registered in Richmond's Teen SRC, representing 9% of the nation.

19. Career Smart: Richmond Job Fair

A memo from Wendy Jang regarding Employment Programs and Career Smart: Richmond Job Fair were included for information. Wendy reported that Mayor Brodie will be on hand October 8th for a ribbon cutting. Arlene will attend. Approximately 50 employers will take part in the job fair.

20. Brighthouse Science Bash

A memo from Wendy Jang regarding this year's Brighthouse Science Bash was included for information. Wendy reported that the library will again celebrate

National Science and Technology Week (October 17-26) by hosting a Science Bash on October 24th. Federal science departments will participate.

21. Hamilton Community Space Feasibility Study

A letter from the City of Richmond regarding the Hamilton Community Feasibility Study was included for information. A stakeholder meeting will be held September 29th.

Pauline Lewzey of the Hamilton Community Society presented the Hamilton Community Newsletter and congratulated the Board that this coming Saturday is the 1 year anniversary of Saturday service at the Hamilton Community Centre. Pauline also presented photos of staff providing story time. Lee Anne Smith reported that there will be balloons and a puppet show at the anniversary event, and demonstrated one of the fantastic puppets.

22. Chief Librarian's Speaking Engagement

A memo from Greg Buss regarding his engagement at the 2nd Nordic Symposium in Sweden was presented for information. Greg will attend the Symposium on November 6th and 7th and will present on the concept of 'walking the floor', and will address a group of librarians in Copenhagen prior to the symposium. Greg will use vacation time and expenses are being paid by Axiell Library Group of Denmark.

23. Other Business

None

24. Date of Next meeting

The next meeting is **Wednesday, October 29, 2008 at 7:00 pm.**

Adjournment

The meeting was adjourned at 9:15 pm.

CHAIR



CHIEF LIBRARIAN

