

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, September 19, 2012

Present: Pat Watson, Chair
Peter Kafka, Vice Chair
Councillor Linda Barnes
Mark Bostwick
Diane Cousar
Dulce Cuenca (arrived at 6:10 pm)
Sanjiv Khangura
Simon Tang
Susan Koch

Greg Buss, Chief Librarian and Secretary to the Board

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 5:35 pm.

2. Approval of Agenda

MOVED: That the agenda be approved as presented with the addition of item 16(a)(iii) presented on table.

BOSTWICK/COUSAR.....CARRIED

3. Approval of Minutes

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

KAFKA/BOSTWICK.....CARRIED

4. Business Arising

None

5. Correspondence

- (a) A letter dated July 20, 2012 from Richmond Community Foundation re: 19th Annual Golf Tournament was included for information
- (b) A letter dated August 1, 2012 from Libraries and Literacy re: Provincial Support for 2012 was included for information.
- (c) A letter dated August 29, 2012 from the Ben and Esther Dayson Charitable Foundation re: Donation was included for information.
- (d) A letter dated September 11, 2012 to acknowledge the Ben and Esther Dayson Charitable Foundation donation was included for information

EDUCATION SESSION

6. Deferred to next month.

STAFF OPERATIONS

7. RPL Strategic Plan Reports

- (a) A report on the Brighthouse Summer Programs was included for information. The Board discussed the lack of Ironwood Branch summer programming and low participation from schools in that area. The staff will plan Spring Break programming at Ironwood and report on participation.
- (b) A report on the Adult Summer Reading Club was included for information.
- (c) A report on Cambie Summer Programs was included for information.
- (d) A report on the Teen Reading Club was included for information.
- (e) A report on the Immigrant Service Society of BC Richmond Job Fair was included for information.

8. Dr. Lee Ceremony

A report on the Celebration of Chinese Culture in honour of Dr. Kwok-Chu Lee was included for information. Wendy Jang reported that Dr. Lee appreciated the event and that the momentum within the community created by the event is being continued by planning a few programs a month to keep community involvement going.

9. BC Ideas: Solutions for Stronger Communities Competition

A report on our submissions was included for information. Greg reported that he will keep the Board informed as to the outcome.

10. New Digital Services Update

- (a) A report on Livemocha language learning service was included for information.
- (b) A report on Freegal music downloading service was included for information.

Kat Lucas reported that the most recent service, Zinio digital magazines, was just launched this week.

The Board noted that they want the library to try everything, knowing that some services will work and some will not, but to keep moving forward.

COMMUNITY

11. Report from Councillor Barnes

Councillor Barnes noted that Council passed the Official Community Plan. The plan will be reviewed by Metro Vancouver and proceed to a public hearing later this year. Linda also noted that Council adopted the Richmond Children's First Children's

Charter a few weeks ago, and Greg noted that he also has the Children's Poverty Report.

12. Friends of the Richmond Library

Debby Newton reported that the Mini Sale is scheduled for this weekend, September 22nd and the big sale is scheduled for October 13 and 14. She noted that a trend in dropping sales, but same or greater level of donations. The quality is still very good. She asked the library to consider broader and not just book related requests for this year's wish list, and requested that the Friends be given a tour of the Lee collection.

Pat thanked the Friends for including us in their 40th anniversary event.

(Dulce arrived at 6:10 pm)

13. InterLINK Report

- (a) A letter dated July 5, 2012 re: 2011 compensation was included for information.
- (b) A letter dated July 24, 2012 to recognize the payment was included for information.
- (c) An email dated August 30, 2012 re: InterLINK Summit planned for October 26 and 27 was included for information.

Mark reported that the next InterLINK meeting is scheduled for September 25th, and he will report back at the October meeting.

The Board discussed the planned summit and directed Mark to note the RPL Board requests it be rescheduled to a later date and that an agenda be distributed.

14. British Columbia Library Trustees Association Report

- (a) An email dated September 11, 2012 re: UBCM Library presentation invitation to event September 27th and resolution was included for information.

Peter noted that the BCLTA Board are meeting in RPL in late September and thanked Greg for the space.

The Board discussed the resolution. Linda noted that Councillors McPhail and Au will attend the UBCM and that she has briefed them on library related issues.

15. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments is included for information.

The Board noted the comment on the Wi-Fi service interruption, and Mark Ellis explained it was due to the failure of a controller which took 3 days to replace.

BOARD

16. Items for Decision and/or Discussion

(a) Strategic Plan Implementation

- i. An overview of the second draft was included for information.
- ii. A second draft Request for Proposal was included for discussion and next steps. Linda noted that Council will be looking for solid 3rd party statistics and analysis. The Board should direct the consultant to go beyond the usual participants and dig deep on questions. A report with background is not enough for council – they are looking for analysis and meaning of the public consultation results. The Board discussed the RFP document, the process and how to present the fee.
- iii. An anticipated timeline was included on the table, showing where Board involvement is required. Some participation can be through email but special meetings may be required. The RFP is a big step and important work. It was agreed that the Board would act as a Committee of the Whole whenever possible to maximize participation in discussions.

(b) 2013 Library Board Appointments

- i. Schedule of Dates was included for information.
- ii. Current Board Membership List was included for review as the City Clerk's office requires this information to be current and updated when necessary.
- iii. Trustee Recruitment Policy was included for information.
- iv. Trustee Competencies were included for review. Please let Pat know if you suggest any changes to the competencies listed.
- v. The Board established the Board Recruitment Committee for 2013 Trustee Appointments to include Sanjiv Khangura, Simon Tang and Dulce Cuenca. Peter Kafka and Mark Bostwick will act as alternates. The committee will meet with everyone who applies except the current Trustees in mid-October.
- vi. The 2013 Recruitment Package was included for information.

(c) 2013 Budget Process

- i. 2013 Operating Budget Draft Preliminary Submission was included for discussion. This budget submission is not final and will be reviewed and approved next month.

(d) RPL has purchased 10 seats at the upcoming conference The Future of Libraries and Cities. 7 Board confirmed they could attend and 3 staff will attend also.

(e) A letter dated August 1, 2012 from CLA re New Fee Structure was included for information. Institutional (staff) membership is now \$5,000. Board membership is renamed to Associate Member and is now \$250. Mark will bring up at InterLINK.

(f) An invitation to the October 27th RCCS Fundraising Dinner and Dance was included for information. The library will purchase a table of 10 and the Board and were encouraged to attend this fun event. Please let Greg know if you can attend.

17. Items for Information

- (a) Big Ideas for Libraries in Communities Event on September 19, 2012 – Virginia McCreedy is attending on behalf of the Library.
- (b) An invitation to the Leadership Richmond – Youth Now launch event on September 27th was included for information.
- (c) A Culture Days brochure was enclosed. Greg noted that this event is happening in multiple cities across Canada. Our activities include a behind-the-scenes tour, a local artist and kids' activities. The theme is from the page to the shelf. Lee Anne Smith will be taking part in a panel discussion on what librarians do.
- (d) Electronic edition of the *Feliciter* will be posted on the Board Blog when available.
- (e) The calendar and work plan were included.

18. Other Business

The Board asked if there were plans to review the logo. Greg indicated that yes, it may come up after the public consultation process and would be considered then.

19. Date of Next Meeting

The next meeting was **RESCHEDULED to Wednesday, October 24, 2012 at 5:30 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:25 p.m.

CHAIR

Pat Watson

CHIEF LIBRARIAN

Greg Bun