

**WEDNESDAY, JUNE 30, 2021
5:30 - 6:30pm**

Meeting held via Webex videoconference

Board Present:

Jordan Oye, Chair
Caty Liu, Vice Chair
Chaslynn Gillanders
Denise Hui
Diane Cousar
Robin Leung
Linda McPhail, Council Representative

Staff Present:

Anne Bechard
Iris Lee
Linden Jessome
Mark Ellis
Shaneena Rahman
Victor Lai

CUPE 3966 Representative:

Helen Varga

Friends of the Library

Elaine Tsi

Susan Walters, Chief Librarian and
Secretary to the Board

Regrets:

Danielle Lemon
Sherine Merhi

1. Call to Order and Land Acknowledgement

The meeting was called to order at 5:30pm with J. Oye providing the land acknowledgement.

2. Approval of Agenda

S. Walters added Board Photos to the agenda under Section 11 – Other Business.

Item number 7d will be removed, and the motion from that item will be relocated to item 6b.

MOVED: THAT, the agenda be approved as amended.

R. Leung/D. Cousar.....CARRIED

3. Business Section

(a) Approval of Meeting Minutes

MOVED: THAT, the minutes of the regular meeting of May 26, 2021, be approved as presented.

C. Liu/R. Leung.....CARRIED

(b) Business Arising

None.

(c) Correspondence

i. InterLINK Member Levy Invoice

Included for information purposes. S. Walters explained within the last two years these levy invoices have been prorated and the library has been able to realize savings of nearly \$18,000.

ii. Public Library Grant Award Letter

Funds from the 2021 Public Library Grant in the amount of \$376,528 have been awarded and deposited.

4. **Education Session**

- (a) 2021 Education Session List of Topics
Included for information purposes.

C. Gillanders joined the board workshop at 5:41pm.

- (b) Blast Off! The Evolution of Launchpad (A. Galeano)

A. Galeano presented on the evolution of the Launchpad, starting with the history of the space and services and how it evolved supported by funding from a Canada 150 Infrastructure Grant awarded in 2017. Digital literacy, creation and manufacturing make up the three guiding principles of the Launchpad. The service has transitioned to offer many online programs and services during the pandemic. Now that the Launchpad space is reopening, the library will adopt a hybrid model of offering online and in-person programming and services. The expansion of digital programs and services will extend to all branches as we expand access to library services over the summer and into the fall.

5. **Community**

- (a) Councillor's Report
Included for information purposes.

- (b) Friends of the Library (FOL) Report

E. Tsi informed the June 19, 2021 book sale at CAB was a success with sales totalling \$2,500. She noted additional book sales will be taking place on July 10 and 24, 2021.

- (c) Summary of Customer Comments
Included for information purposes.

6. **Board – Items for Decision and/or Discussion**

- (a) Special Collection Options

S. Rahman reported on three options for handling the Special Collections: Option 1: Retain the collection in library storage until the new main library is open, Option 2: Prepare the Special Collection for public use, starting with the art, calligraphy and painting collection, Option 3: Sell the collection to an interested organization, nationally or internationally. S. Rahman included in the report the recommendation of proceeding with Option 2, as it would have the greatest impact for the collection and community. Questions surrounding the report were address by S. Rahman and S. Walters.

D. Hui and D. Cousar noted an interest in pursuing a hybrid between Option 1 and Option 2. S. Rahman reiterated that there is significant interest from the community in the special collection and S. Walters noted this collection would be a headlining feature of a new central library, contributing to a destination library designation; meeting local interest and as well as bringing in visitors from surrounding communities and further afield.

All trustees supported proceeding with option 2 as outlined in the report.

- (b) Finance Committee Surplus Funding Recommendation

Included for information and decision purposes. J. Oye shared that the Finance Committee has reviewed and is in support of the recommended projects and use of surplus dollars as outlined in the report.

MOVED: THAT, the Richmond Public Library approve \$911K be moved to Library Enhancement, \$31K to IT Infrastructure, and that for future projects, \$400K be moved to Library Enhancement and \$200K be moved to IT Infrastructure.

R. Leung/D. Cousar.....CARRIED

(c) Risk Management and Liability Update (V. Lai)

V. Lai explained the risks outlined in the report from 2020 are very similar to the risks in this year's report as the library returns to pre-pandemic operations.

(d) BC Restart Plan – Richmond Public Library Alignment (S. Walters)

S. Walters presented a high-level outline of how library services align with the BC Restart Plan to the board for information purposes. This plan is fluid to allow for changing direction from the Provincial Health Officer and local health authorities. The library is planning and preparing for a full return to pre-pandemic operations in the fall of 2021.

In response to a question from the Board, S. Walters will investigate different technologies for board meetings to allow for in-person and virtual attendance for trustees.

(e) Trustee Recruitment Committee Eligibility (S. Walters)

The City has notified staff liaisons that the Advisory Bodies Appointments process for 2022 will begin soon. Trustees not up for reappointment in 2022 and the Board Chair are eligible to participate in the library's Trustee Recruitment Committee (TRC). D. Hui and D. Cousar have expressed their interest in sitting on the committee. Staff will reach out to S. Merhi and D. Lemon who are also eligible. Typically, the TRC consists of 2-3 board representatives and the Chief Librarian.

S. Walters reminded the board that they had suggested reviewing the trustee self-evaluation for 2021. D. Hui suggested having the self-evaluation updated prior to interviewing candidates to identify any gaps which can be filled. S. Walters will speak with her colleagues to see if examples of their trustee self-evaluations can be shared for committee reference. The InterLINK self-evaluation was shared in 2020 and can be reviewed as well.

7. **Standing Items**

(a) Roundtable Discussion

D. Hui shared that she attended the film viewing of "Unwanted Soldiers" and the discussion panel, noting that she valued the learnings from the veterans who shared their experiences. She noted with the expansion of hours, stall will be offering more programming in the evenings.

C. Gillanders communicated the importance of taking time on Canada Day to individually learn more about Indigenous history in light of the recent discovery of unmarked graves at residential schools across the country.

(b) InterLINK Report

None.

(c) BCLTA Report

None. The next meeting will take place in September.

(d) Governance Committee

The Governance Committee will be looking to schedule a meeting in July to continue work on the next section of the Board Policy Manual. J. Oye will provide updates at the next board meeting.

8. Chief Librarian's Report

S. Walters shared the new Indigenous Resources Page which has been added to the library's website. This page was developed through a staff working group and consultation with members of the Indigenous community. D. Hui suggested highlighting the consultation with Indigenous community on the website. A. Bechard noted this was a great suggestion and that this would happen immediately.

S. Walters and S. Merhi are participating in a 4-week online course titled New Board Member 101 via Better Boards Better Communities. The course has been developed and is led by Ken Haycock, a recognized leader in governance, leadership and advocacy. This is the initial course offering, but there will be more courses offered in the fall and this self-paced virtual training may be something that the board would like to partake in.

S. Walters will be participating in a City leadership program that runs for 18-24 months. This opportunity will be beneficial to the library as it will support the Chief Librarian in building new working relationships with colleagues across all City departments.

During the recent week of record high heat, the library has increased its capacity limits across all branches to provide cool spaces for more members of the community to take temporary refuge in.

9. Operations

(a) Collections and Customer Service Delivery

Included for information purposes. Questions surrounding the report were addressed by S. Walters.

(b) Community Development and Service Design

Included for information purposes.

(c) Innovation and Learning Development

Included for information purposes.

(d) Information Technology Operations

Included for information purposes.

(e) Marketing and Public Relations

Included for information purposes.

10. Items Included for Information

(a) Equity, Diversity and Inclusion Staff Training

Provided for information.

(b) Draft Annual Report

A copy of the draft Annual Report was uploaded to the board blog. The Board Chair and Chief Librarian will be presenting the Annual Report to the City at a Council Meeting in July. Details will be shared with the Board.

11. Other Business

(a) Board Photos

S. Walters informed the board the photographer has availability for board photos from July 13-16 and July 19-23, 2021. Trustees are welcome to have headshot retakes done. L. Jessome will send the dates to trustees.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, July 28, 2021 at 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:03pm.

CHAIR



CHIEF LIBRARIAN


