

**WEDNESDAY, JULY 28, 2021
5:30 - 7:30pm**

Meeting held via Zoom videoconference

Board Present:

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

Susan Walters, Chief Librarian and
Secretary to the Board

Staff Present:

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

Guests:

Helen Varga, President,
CUPE 3966

Regrets:

Elaine Tsi

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

MOVED: THAT, the agenda be approved as presented.

R. Leung/C. Gillanders.....CARRIED

3. Business Section

(a) Approval of Meeting Minutes

D. Hui joined the meeting at 5:53pm and suggested an edit to the minutes of June 30, 2021.

MOVED: THAT, the minutes of the regular meeting of June 30, 2021 be approved as amended.

D. Hui/D. Lemon.....CARRIED

(b) Business Arising

None.

(c) Correspondence

- i. June 16, 2021 – Letter from Kenny Chiu, MP re: Continued CELA Funding
- ii. July 21, 2021 – Letter from RPL Board Chair to Public Libraries Branch re: 2021 Library Grant Award

Education Session

(a) 2021 Education Session List of Topics

If any trustees know of a public speaker, presenter or board workshop they would like to participate in, they are invited to reach out to S. Walters or L. Jessome to facilitate booking. S. Walters will work with A. Bechard to book an Unconscious Bias workshop for September.

4. **Community**

(a) Councillor's Report

L. McPhail noted that item 6 passed at the General Purposes Committee meeting with a request that staff examine alternative sources of funding for the Steveston Community Centre and Branch Library and anticipate future capital needs and report back.

(b) Friends of the Library (FOL) Report

S. Walters informed the board that August 14, 2021 is the next scheduled book sale at the Cambie Branch.

(c) Summary of Customer Comments

No comments or questions on this report.

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

(a) Fund Development Committee Formation and Workplan (J. Oye)

J. Oye asked for trustee involvement in the Fund Development Committee. D. Cousar and S. Merhi are interested. R. Leung offered his assistance to the members if needed, but as it is his last term, he will not be joining the committee in full capacity. S. Walters will coordinate an initial meeting for the committee to review their terms of reference and identify key goals.

(b) Surplus and Budget Outlook

V. Lai presented to the board on the General Operating Surplus Balance, an overview of the current provisional accounts established in 2020, recently approved surplus funding projects, and a proposal to create a Training Provision Account. This new account would be used to support the library's strategic goal of investing in staff and would fund staff and board development.

- i. Draft Operating Budget Submission for 2022

D. Hui joined the meeting at 5:53pm.

In response to questions from C. Liu, V. Lai confirmed that the board is able to reallocate any monies to and from these provisional accounts, that budget lines that had been changed due to the pandemic have been restored as the library returns to normal operations, and that additional planning meetings with the Finance Committee will be scheduled as the preliminary draft budget is finalized through September to November, before presentation to City Council in December.

MOVED: THAT, the Richmond Public Library creates the Training Provision Account.

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

6. **Standing Items**

(a) Roundtable Discussion

D. Hui has expressed her interest in joining the Fund Development Committee.

J. Oye expressed his appreciation to the team working on the Steveston Community Centre and Branch Library project. He shared that staff working at the Steveston branch are very excited for a new library branch.

(b) InterLINK Report

None.

(c) BCLTA Report

None. C. Liu shared the Beyond Hope Conference will be cancelled this year.

(d) Governance Committee

The committee met in July to review framework and establish a plan for revamping the Board Policy Manual. The committee will meet again in September to check project status and will bring updates back to the board for the September meeting. J. Oye reminded trustees they do not need to be a member of the committee to attend a meeting if they are interested in observing the process.

7. Chief Librarian's Report

S. Walters noted that the library's 2020 Annual Report to the Community has been shared with City Council in digital format with a formal presentation of the report being planned for the September 13, 2021, Council meeting.

As a member of the executive of the Association of BC Public Library Directors, S. Walters has been engaged in reviewing the association's goals and strategic outlook as well as how to best remain connected with 71 public library directors across the province as libraries return to pre-pandemic operations.

S. Walters is supporting M. Ellis with looking into IT solutions which will allow for a hybrid attendance model for board meetings. M. Ellis is connecting with City IT to possibly mirror some of the same systems and solutions. The hope was to have a system in place by late September, but due to procurement, it may take longer.

The Library Partners are working to develop advocacy materials which will be shared with library directors and their respective boards in August. These materials will guide conversations between board members and local councillors and MLAs to solicit their support in advocating for increased provincial funding when attending the UBCM conference from September 13-17, 2021.

8. Operations

(a) Collections and Customer Service Delivery

No comments or questions on this report.

(b) Community Development and Service Design

No comments or questions on this report.

(c) Innovation and Learning Development

D. Hui inquired if the Literacy for Life and Learning Together programs are always offered at the same two library branches or if the library rotates them across branches. A. Bechard noted that the Learning Together program has been held at all branches, but will confirm with staff and report back to the board.

D. Hui inquired about the feasibility of combined staff and board training. A. Bechard explained that there could be scheduling challenges but that she will consult with S. Walters and I. Lee in regards to the LGBTQIA2S+ workshop being planned for this fall.

(d) Information Technology Operations
No comments or questions on this report.

(e) Marketing and Public Relations
No comments or questions on this report.

9. Items Included for Information

(a) Richmond Public Library 2020 Annual Report to Community
Print copies of the library's report as well as the City of Richmond Annual Report are available. L. Jessome will reach out to the board to distribute.

(b) Communicable Disease Prevention Plan
No comments or questions on this report.

(c) Richmond Public Library Restart Timeline
No comments or questions on this report.

10. Other Business

(a) Board Recruitment for 2022
The link to the application form has been sent to trustees and reminders will follow in advance of the deadline.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, September 29, 2021 at 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:25pm.

CHAIR



CHIEF LIBRARIAN

