

**WEDNESDAY, OCTOBER 27, 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
Robin Leung
Sherine Merhi
Linda McPhail, Council Representative

Staff Present:

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

Guests:

Kate Adams,
Representative, CUPE 3966

Susan Walters, Chief Librarian and
Secretary to the Board

Regrets:

Diane Cousar

1. Call to Order and Welcome

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

D. Lemon announced her departure from the board at the end of the calendar year.

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

S. Merhi noted a correction to the attendance section of the previous meeting minutes.

MOVED: THAT, the minutes of the regular meeting of September 29, 2021 be approved as amended.

C. Liu/D. Hui.....CARRIED

(b) Business Arising

None.

(c) Correspondence

None.

4. Education Session

(a) 2021 Education Session List of Topics

No session scheduled for this meeting.

5. Community**(a) Councillor's Report**

Councillor L. McPhail added that City Council approved the 2022 City Events Calendar. Council and staff are actively researching alternatives to replace the annual World Fest event.

(b) Friends of the Library (FOL) Report

The virtual AGM is scheduled for November 20, 2021. L. McPhail noted the last book sale will be scheduled for October 30, 2021, weather permitting.

(c) Summary of Customer Comments

In response to a question from the board, staff will review options for linking additional newcomer resources related to the Canadian Citizenship Exam on the library's related webpage.

6. Board – Items for Decision and/or Discussion**(a) Eduroam Proposal**

The library has been approached by BCNET, a shared service organization that provides networking services to post-secondary institutions in BC, to consider the addition of eduroam services to wireless networks. The City will manage the network and integration of this service to support students who use library services.

THAT, the Richmond Public Library Board agrees to support the implementation of Eduroam on the library and City Wi-Fi hotspots across the City of Richmond.

R. Leung/S. Merhi.....CARRIED

(b) Q3 2021 Operating Statement

In response to a question from the board, V. Lai provided clarification on the report in regard to Year to Date expenses.

(c) Continuation of Virtual Board Meetings

THAT, the Richmond Public Library board agrees to suspend Board Policy 3.2.1.1 an additional six (6) months beginning October 27, 2021 to April 27, 2022 to allow board members and guests to attend board meetings via electronic means and retain full participation rights and voting privileges.

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

(d) Leveraging Social Media

S. Vokey presented an update on the library's social media platforms. The marketing team will incorporate board feedback as they implement various targeted initiatives and campaigns.

(e) Role of Finance Committee in Budget and Audit Processes

The board discussed and decided to have the Finance Committee meet with the auditors and staff, and then report back to the board rather than having the auditors present to the board. This change will align the Finance Committee with other board committees in how information is disseminated.

7. Standing Items**(a) Roundtable Discussion**

D. Hui shared her appreciation for the QMUNITY training offered to the board on October 19, 2021.

(b) InterLINK Report

No report.

(c) BCLTA Report

The BCLTA AGM was held on October 26, 2021. C. Liu thanked trustees for participating and shared that her term on the BCLTA board has ended.

(d) Trustee Recruitment Committee Report

D. Hui shared the committee had met in early October to finalize interview questions and schedule candidate interviews. Shortlisted candidates were interviewed the following week and committee recommendations will be submitted via the staff report to City Council for approval.

8. Chief Librarian's Report

The library hosted a flu clinic; making it easy for staff to get vaccinated.

S. Walters participated in the Association of BC Public Library Directors business meeting and two days of professional development workshops. Workshop topics of high interest included strategies for successful fundraising and how to hire for an inclusive and diverse workforce. S. Walters will pass along key information points from the training to board committees and leadership staff.

The library received a donation of the book Canada's Chinese Gene: A Sense of Belonging, Ownership and Contribution to the library.

9. Operations

(a) Collections and Customer Service Delivery

S. Rahman and staff will investigate additional languages which could be added to promote the library's digital resource Pronunciator.

(b) Community Development and Service Design

In response to a question surrounding turnaround times for new STEAM Kits, A. Bechard noted that staff will continue to evaluate the popularity of these kits; adding more kits to the collection and adjusting loan times accordingly.

(c) Innovation and Learning Development

No comments or questions on this report.

(d) Information Technology Operations

No comments or questions on this report.

(e) Marketing and Public Relations

No comments or questions on this report.

10. Items Included for Information

(a) 2021 Board Self Evaluation

The survey will be shared with trustees on October 28, 2021 and remain open until November 7, 2021. The survey questions will allow for comparative data analysis which will be shared with trustees at the November closed board meeting.

(b) Provincial Technology Grant Update

No comments or questions on this report.

(c) Long Service Awards on December 1, 2021 (Virtual)

The virtual event is tentatively scheduled for December 1, 2021 at 2:00pm. Trustees are invited to participate in the celebration and to RSVP to L. Jessome with their interest as soon as possible.

(d) Retirement Announcement

M. Ellis will be retiring on October 29, 2021 after 33 years of service. Congratulations and appreciation was shared.

11. Other Business

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, November 24, 2021 at 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:22pm.

CHAIR



CHIEF LIBRARIAN


