

**WEDNESDAY, SEPTEMBER 29, 2021
5:30 - 7:30pm**

Meeting held via Zoom videoconference

Board Present:

Jordan Oye, Chair
Caty Liu, Vice Chair
Chaslynn Gillanders
Denise Hui
Diane Cousar
Robin Leung
Sherine Merhi
Bill McNulty, Council Representative

Staff Present:

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

Guests:

Helen Varga, President,
CUPE 3966

Friends of the Library:

Elaine Tsi

Susan Walters, Chief Librarian and
Secretary to the Board

Regrets:

Danielle Lemon

1. Call to Order and Welcome

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

2. Approval of Agenda

MOVED: THAT, the agenda be approved as presented.

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

3. Business Section

(a) Approval of Meeting Minutes

MOVED: THAT, the minutes of the regular meeting of July 28, 2021 be approved as presented.

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

(b) Business Arising

None.

(c) Correspondence

i. July 23, 2021 – Letter from InterLINK re: Richmond Public Library Net Provision of Library Services

ii. August 3, 2021 – Thank you letter to InterLINK re: Richmond Public Library Net Provision of Library Services

iii. August 10, 2021 – Letter to Standing Committee on Finance and Government Services re: 2022 Budget Consultation Process. A correction was noted.

4. Education Session

(a) 2021 Education Session List of Topics

No session scheduled for this meeting. S. Walters informed the board that QMUNITY training has been scheduled for October 19, 2021 and any interested trustees can reach out to L. Jessome for a participant link.

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

Councillor B. McNulty shared appreciation and support for the library board and staff.

(b) Friends of the Library (FOL) Report

Two more book sales are scheduled in October with net sales totalling \$12,000 from a previous sale held in this month. The FOL AGM is scheduled for November 20, 2021, via Zoom. The FOL have been notified that their Healthy Communities Initiative Grant application was declined, but E. Tsi will continue to seek alternative funding sources.

(c) Summary of Customer Comments

No comments or questions on this report.

6. Board – Items for Decision and/or Discussion**(a) Expansion of Library Service Hours**

S. Rahman presented on her report to the board for information and decision.

MOVED: THAT, The Richmond Public Library Board adopt new standardized operating hours of 9:00am to 9:00pm Monday to Friday and maintain the hours of 10:00am to 5:00pm Saturday and Sunday at all branches.

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

(b) Strategic Plan Review

S. Walters highlighted various key items from the strategic plan update document. An Annual Fine Free Report will be coming to the board in February 2022. The board also requested a report on how the new library website is performing.

(c) Library Use Statistics Report

M. Ellis highlighted various elements from his reported including gate count and digital circulation. Gate count continues to increase at a low, but steady rate and it is expected this will continue with the recent expansion of library service hours. The library has prioritized digital collections during this period of limited access to print collections which has resulted in an increase of 31% for digital circulation.

(d) Indigenous Welcome Statement

Updates to the welcome statement have been suggested based upon feedback and consultation with an Indigenous community member. C. Gillanders would like the library to ensure full consultation with members who can speak on behalf of the Nation to determine a welcome statement which appropriately recognizes the territory our libraries are on. D. Hui suggested adding additional language to clarify the temporary nature of the amended statement until further discussion can be had with the Nation.

MOVED: THAT, the Richmond Public Library Board move to adopt an interim Indigenous Welcome Statement until such time as further discussions can be held with the Musqueam Nation.

D. Cousar/C. Gillanders.....CARRIED

7. Standing Items**(a) Finance Committee**

A Finance Committee meeting will be scheduled in the coming weeks.

(b) Fund Development Committee

The draft terms of reference was approved by the Governance Committee and brought forward to the board for further review and adoption. The Terms of Reference will be amended to ensure a review is done in alignment with the Board Policy Manual.

MOVED: THAT, the Richmond Public Library Board approve and adopt the Terms of Reference for the Fund Development Committee as amended.

C. Liu/C. Gillanders.....CARRIED

(c) Governance Committee

No comments or questions on this report.

MOVED: THAT, the Richmond Public Library approve the revision made to Section 3.3.3 of the Board Policy Manual.

S. Merhi/D. Hui.....CARRIED

(d) BCLTA

The BCLTA AGM is scheduled for October 26, 2021. The Keynote Speaker, Dr. Alvin Schrader from the University of Alberta, will address intellectual freedom. Contact information was included in the report for any trustee interested in attending the event. C. Liu's term will be ending and she encouraged trustees to apply and complete a nomination form if they are interested in sitting on the BCLTA board.

(e) InterLINK

No report.

(f) Roundtable

S. Merhi shared her appreciation of the Writer in Residence program happening at the library. The event was well organized and enjoyed by the community.

J. Oye thanked staff for their assistance in facilitating the Michael Ondaatje author event and is looking forward to having these continue in the future. J. Oye also thanked the board for their continued hard work and dedication throughout the past year.

8. Chief Librarian's Report

October is Canadian Library Month. The 2021 theme is: One Card, One Million Possibilities. Promotion of diverse library services is planned and the new self-check-in wall at Brighthouse branch will be highlighted during this campaign. Members of the public are enjoying this upgrade and find it very intuitive.

Self-Checkout kiosks are ready to be installed at library branches and are expected to be up and running early to mid-October.

S. Walters noted the success of the non-traditional lendable collections. A. Bechard shared that the ukulele project has already met its initial donation target in the first week of the campaign.

The Request for Proposal and Quote process is now closed for the Steveston Community Centre and Branch Library project. An internal team of staff led by Project Development will review submissions to shortlist architectural firms to prepare final full proposals for the next phase in the project which is on schedule.

9. Operations(a) Collections and Customer Service Delivery

No comments or questions on this report.

(b) Community Development and Service Design

The library will continue to work with leaders in the community to ensure the marketing and advertising of the inter-faith reflection and meditation space is done in an appropriate and respectful manner.

There were no comments or questions on the included reports.

(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) Human Resources Report

Included for information purposes.

11. Other Business**Next Meeting**

The next Regular Board meeting is scheduled for **Wednesday, October 27, 2021 at 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:30pm.

CHAIR



CHIEF LIBRARIAN

