
WEDNESDAY, MARCH 30, 2022**5:30PM - 8:30PM**

Meeting held via Zoom videoconference

Board Present:

Jordan Oye, Chair
Caty Liu, Vice Chair
Denise Hui
Diane Cousar
Nabeel Abrahani
Rachel Ling
Sherine Merhi
Linda McPhail, Council Representative

Susan Walters, Chief Librarian and
Secretary to the Board

Staff Present:

Anne Bechard
Linden Jessome
Shaneena Rahman
Victor Lai

Guests:

Helen Varga, CUPE 718-05
Ed Gavsie and Dean Cardno,
Richmond Cares Richmond Gives
and Richmond Community
Foundation

Friends of the Library:

Betsy Blair, Chair

Regrets:

Chaslynn Gillanders

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.

C. Liu/S. Merhi.....CARRIED

D. Hui and N. Abrahani joined the meeting at 5:32pm.

3. Business Section**(a) Approval of Meeting Minutes**

MOVED: THAT, the minutes of the regular meeting of February 23, 2022 be approved as presented.

R. Ling/C. Liu.....CARRIED

(b) Business Arising

None.

(c) Correspondence

- i. Letter from Dave Frank, Chair, Richmond Community Foundation re: 2021 Fund Statement

4. Presentation**(a) Richmond Community Foundation**

The library's investments are diversified, kept in low-risk portfolios and are held with three separate reputable investment managers: RBC Wealth Management, Cypress Capital Management, and Richardson Wealth. Richmond Community Foundation uses a "Distribution Smoothing" method based on a weighted eight-year average to ensure an increase in "forever funds" for inflation.

It was suggested that the Fund Development committee could hold a campaign to help grow the Richmond Public Library Permanent Endowment Fund. This would form a gift which could support the library through “forever funds”.

In response to a question from R. Ling, D. Cardno noted that socially responsible investments have been considered but are not a primary focus due to their tendency to yield smaller returns.

5. **Community**

(a) Councillor’s Report

L. McPhail added that the Seniors Strategy passed at a recent City Council meeting and the timeline for the public consultation will be made available soon.

City Council approved that effective April 8, 2022, the City’s COVID-19 Vaccination Policy will be rescinded and proof of vaccination will no longer be required for entrance into city owned facilities. The City will continue to encourage mask for those who want to wear one as a personal preference.

The Youth Civic Engagement Program offers youth a unique education-to-action experience to learn the decision-making process of local government, while meeting like-minded individuals. The course is free and runs for eight consecutive Thursday evenings, from April 21 to June 9, 2022 with the deadline to register of April 20, 2022.

(b) Friends of the Library (FOL) Report

B. Blair noted that the building permit for Cambie was submitted in mid-January and additional requirements needed by the City of Richmond in regards to the renovations are being addressed by the FOL. As there are no official plumbing schematics, B. Blair anticipates that a plumber will need to physically scope the lines with a camera to determine their location.

The spring book sale was unable to move forward as the Thompson Community Centre facility is not yet available for public rentals. The FOL will explore addition sidewalk sales and host mini book sales from April to June at the Cambie branch.

H. Varga joined the meeting at 5:38pm.

(c) Summary of Customer Comments

No comments or questions on this report.

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

(a) KPMG Audit Findings Report and 2021 Audited Financial Statements

i. 2021 Audit Executive Summary

C. Liu thanked V. Lai for his work on the audit and financials, noting that this was a clean audit and KPMG had no areas of concern. The auditors identified the following two areas of focus: valuation of post-employment benefits and management override of controls.

The library is in a surplus position due to vacancies and reduced operating costs from the pandemic. Of note, the overall value of capital assets has increased due to the new additions of physical library collections, furniture and equipment such as self check-in/out kiosks.

- ii. Draft Report to City Council Finance Committee
Included for information purposes.

MOVED: THAT, the Richmond Public Library board approve the 2021 Financial Statements as presented, and the staff be directed to complete the report to City Council Finance Committee.

D. Cousar/D. Hui.....CARRIED

- (b) 2021 Surplus Carry Forward

V. Lai recommended an amount of \$47,000 be transferred to the operating budget this year, as the library was not able to realize some expenditures due to supply chain issues.

Additional background was provided by S. Walters surrounding the allocation of \$280,000 to the budget stabilization account. The allocation allows the board to leverage the surplus to ensure reasonable increases and asks of City Council over a five-year period.

MOVED: THAT, the Richmond Public Library Finance Committee move \$47,000 from General Operating Surplus to 2022 Library Operating Budget.

N. Abrahani/R. Ling.....CARRIED

MOVED: THAT, the Richmond Public Library Finance Committee allocate \$280,000 from General Operating Surplus to Budget Stabilization.

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

- (c) 2021 Provincial Library Grant Report

The presented report received unanimous support from the board and will be shared with the province following the meeting.

7. Standing Items

- (a) Roundtable Discussion

S. Merhi shared appreciation for the library's support with the upcoming Ramadhan event.

- (b) InterLINK Report

None.

- (c) Fund Development Committee

The committee recently met to discuss past donations made to the library, strategies to foster new and repeat donations and donor recognition.

Based on feedback received from staff, the committee will review the effectiveness of the Giving Tuesday campaign and explore more targeted campaigns to highlight other library initiatives such as fine free.

The committee will continue to focus on aiding the Governance Committee with the review of the Board Policy Manual, specifically policies and procedures pertaining to fund development and donor recognition.

The next Fund Development Committee meeting is scheduled for May.

(d) Governance Committee

A meeting will be scheduled in April.

(e) Strategic Planning Committee

The committee met earlier in March to discuss the Request for Proposal required for the strategic planning process. J. Oye anticipates additional information will be shared with the board at the next meeting.

8. Chief Librarian's Report

BC Public Library Partners met with Minister Cullen on Tuesday morning to introduce themselves and their ask for \$15 million of additional funding for BC public libraries. Minister Cullen is engaged and supportive of public libraries and the roles they play in their respective communities. The outcome was positive with regular meetings being scheduled and Minister Cullen will be opening and welcoming delegates to the BC Library Conference on Tuesday, April 19.

The first concept design meeting with architects from HDR and Scott Construction took place for the Steveston Community Centre and Branch Library project. Library staff and the Community Services Team on the project will be working closely with Project Development and weekly meetings are scheduled. Key deliverables have been set for the coming months which include consultation with community and working groups comprised of representatives from the library board and Steveston Community Society.

9. Operations

(a) Collections and Customer Service Delivery

No comments or questions on this report.

(b) Community Development and Service Design

In response to a question from D. Hui, A. Bechard informed the board that due to the pandemic, many organizations have reduced or restricted visits from library staff. Now that the pandemic has begun to subside, visits to these organizations will resume.

(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

J. Oye requested an updated Social Media Report be presented which outlines the plan and process for the evolution of social media in 2022 and to serve as a refresher on the direction the library's social media is headed. J. Oye suggests including the following points in the report: how social media can be leveraged to increase advocacy, a plan which could be utilized by the fund development committee to strengthen their fundraising initiatives, and ways trustees can support library social media efforts.

10. Items Included for Information

(a) Going Fine Free Metrics

J. Oye thanked S. Rahman and asked her to consider additional tangible outcome metrics that can be used to emphasize the benefits of reallocating 10,000 staff hours by going fine-free.

(b) Special Collection on Chinese Culture

(c) BC Library Conference: April 19-22, 2022

(d) 2022 Board Work Plan Progress

S. Walters will continue to update this item and track what the board needs to schedule.

11. Other Business

None.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, April 27, 2022 at 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:42pm.

CHAIR _____



CHIEF LIBRARIAN _____

