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

Meeting held via Zoom video conference

Board Present:

Jordan Oye, Chair
Cathy Liu, Vice Chair
Chaslynn Gillanders
Denise Hui
Diane Cousar
Nabeel Abrahani
Rachel Ling
Sherine Merhi
Michael Wolfe, Council Representative

Staff Present:

Anne Bechard
Charles Leung
Eva Yu
Iris Lee
Shaneena Rahman
Stephanie Vokey

Guests:

Helen Varga, CUPE 718-05
Mile Racic, City of Richmond
Mary Chow, HDR Architecture
Akshit Rawal, HDR Architecture

Susan Walters, Chief Librarian and
Secretary to the Board

Regrets

Betsey Blair, FOL Chair

1. Call to Order and Welcome

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

In recognition of this being Trustee Diane Cousar's last meeting, she was thanked for her years of service and commitment to the Library Board.

2. Approval of Agenda

MOVED: THAT, the agenda be approved as presented.

S. Merhi/N. Abrahani.....CARRIED

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

MOVED: THAT, the minutes of the regular meeting of October 26, 2022 be approved as presented.

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

(b) Business Arising

None.

(c) Correspondence

- i. November 22, 2022 – Letter from the Chief Librarian to the Friends of the Library.
- ii. November 25, 2022 – Letter from the Chief Librarian to Richmond Community Foundation.

4. Presentation

- (a) Steveston Community Centre and Library project presentation by HDR Architecture (M. Chow, Civic and Principle HDR Architect, and A. Rawal, HDR Architect)

M. Chow presented the Steveston Community Centre and Library project to the library board. The library board provided their positive feedback and comments on the design, noting the importance of meaningful Indigenous consultation as a component of the project. It was noted that the increased funding for public art tied to the project will allow for three individual pieces with one piece focussed on Indigenous art. The Board Chair asked M. Racic to articulate the library board's perspective on incorporating Indigenous consultation to City staff. M. Racic affirmed he would report back, noting that the library board will be expecting a response.

(M. Chow, A. Rawal and M. Racic left the meeting at 6:15pm).

5. Community

(a) Councillor's Report

Councillor Wolfe provided a verbal report noting that a motion for a Truth and Reconciliation Policy passed unanimously at the November 24 Council Meeting and has been referred back to City staff. Councillor Wolfe shared that he has received feedback that Hamilton residents would like to see more permanent library services in their community. The library board also discussed the value of fund development initiatives to support enhanced library services.

(b) Friends of the Library (FOL) Report

No report.

(c) Summary of Customer Comments

In response to a question from the library board about shelf talkers, S. Rahman explained they are a way to share additional information on authors or specific collections with customers as they browse the shelves. The library board shared appreciation for the games and puzzles collection and suggested rotating these collections. Staff will follow up on this idea.

6. Board – Items for Decision and/or Discussion

(a) Adjusted 2023 Operating and Capital Budgets for the Richmond Public Library

MOVED: THAT, the Richmond Public Library Board approves the adjusted 2023 Operating and Capital Budgets and the use of \$88,000 from the Budget Stabilization Fund to reduce the overall impact to the budget ask.

R. Ling/C.Gillanders.....CARRIED

7. Standing Items

(a) Roundtable Discussion

S. Merhi expressed appreciation for the Islamic art event and thanked Councillor Wolfe for attending. Having recently attended a BCLTA climate crisis workshop she would like to see the library increase awareness of this important topic, provide educational activities for the community, and suggested the library board add this topic to their meeting agendas.

D. Hui attended the staff long service awards and expressed appreciation for the staff recognized, noting that the return to an in-person format supported more meaningful interactions.

R. Ling welcomed the library board to participate in the Sister Cities Advisory Committee's crane paper folding project. She also noted the importance of having a focus on truth and reconciliation as part of the strategic planning process. J. Oye shared that the library can feature this as the Request For Proposal is finalized.

(b) Steveston Community Centre and Library

Nothing additional to report.

(c) InterLINK Report

S. Merhi shared that InterLink dues will increase in 2023.

(d) Finance Committee

Nothing additional to report.

(e) Fund Development Committee

Between November 18-21, 4,300 library cardholders received a thank you email message from the Chief Librarian. 464 recipients clicked on the donation link in the message and generated 163 unique donations. Later that week, the Fund Development Committee recognized previous donors for 2019-2021, sending them a letter of thanks. The letter highlighted what their donation dollars have supported. As of today, the library has received \$10,000 in donations to support enhanced library services.

(f) Governance Committee

Nothing to report. The committee will continue working through policy in early 2023.

(g) Strategic Planning Committee

Nothing to report.

(h) Trustee Recruitment Committee

The process has completed and there will be one new trustee joining the Board in January 2023.

8. Chief Librarian's Report

S. Walters provided an update on library operations noting the importance of the Long Service awards, appreciation for the staff involved in the Islamic Art Experience event, and that through the donation campaign, the library received numerous meaningful and heartfelt comments from community that will be shared.

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 the library board, A. Bechard confirmed that the Menorah lighting celebration is not taking place on December 18, the first day of Hanukkah, but December 22, as this is the date that works best for the event coordinators and special guests. She will also confirm the date of the next Community Services Pop Up. The library board also noted the value of library staff outreach visits to daycares.

(c) Human Resources

No comments or questions on this report.

(d) Innovation and Learning Development

No comments or questions on this report.

(e) Information Technology Operations

No comments or questions on this report.

(f) Marketing and Communications

In response to a question from the library board regarding the 14% increase in eNewsletter registration, S. Vokey noted that new library cardholders are automatically registered unless they deselect this option. The library board discussed the possibility of utilizing the newsletter to highlight donors and to prompt donations on library receipts. Library staff will follow up.

10. Items Included for Information

(a) Audit Planning Report for the year ending December 31, 2022

(b) Community Services Pop Ups Memo to Council

(c) Thank You Message from Chief Librarian to Library Cardholders

(d) Fund Development Committee Correspondence

- i. Message to Donors 2019-2021
- ii. Message to Donors 2022

(e) Friends of the Library

- i. 2022 Account Status Report
- ii. 2022 Wishlist Update

11. Other Business

None.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, January 25, 2023 at 5:30pm.**

Adjournment

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

CHAIR



CHIEF LIBRARIAN

