

WEDNESDAY, APRIL 26, 2023**5:30PM - 7:30PM**Via Zoom video conference with In-person Option
Brighthouse Library Board Room**Board Present:**Cathy Liu, Chair
Sherine Merhi, Vice Chair
Chak Au, Council Liaison
Chaslenn Gillanders
Denise Hui (virtual)
Nabeel Abrahani
Rachel Ling
Yvonne Yong (virtual)**Staff Present:**Anne Bechard
Charles Leung
Eva Yu
Iris Lee
Shaneena Rahman**Guests:**

Kate Adams, CUPE 718-05

Susan Walters, Chief Librarian and
Secretary to the Board**Regrets:** Jordan Oye**1. Call to Order and Welcome**

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

2. Approval of Agenda

MOVED: THAT, the agenda be approved as presented.

S. Merhi/R. Ling.....CARRIED

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

MOVED: THAT, the minutes of the regular meeting of March 29, 2023 be approved as presented.

D. Hui/N. Abrahani.....CARRIED

(b) Business Arising

None.

(c) Correspondence**March 31, 2023 – Letter from Public Libraries Branch re 2023 Library Grant Award**

S. Walters provided overview of the Ministry of Municipal Affairs, Libraries Branch (PLB) funding to support public libraries.

4. Presentation**(a) Community Services Pop Ups Presentation (A. Bechard and M. Burner)**

The City of Richmond, Richmond Public Library and community organizations have been hosting free monthly Pop Ups at the library, allowing individuals facing barriers an easier way to drop in and access information in one location about services and supports that may be of assistance to move out of poverty.

In response to a question about how this project intends to connect with working individuals who may not be aware of the program or able to participate at the current time, the presenters indicated that there are plans to expand the program to other library locations on different days or times. Promotion was broad in scope and shared across City, library and partner websites and social media channels, as well as via direct visits to the Food Bank between December 2022 to April 2023. It was also beneficial to hold the Pop Ups at the same time at the Brighthouse library to maintain consistency.

The program is dependent on grant funding and that the current funding cycle is complete. However, there are some remaining funds that can be used to continue the program until December 2023. A new UBCM grant has been submitted which would support the program in 2024.

The board inquired if other library locations would be large enough to support the Community Services Pop Ups and it was confirmed that yes there is adequate space and the current program would be further developed to expand to the branches. The board thanked M. Burner and A. Bechard for the presentation.

5. **Community**

(a) Councillor's Report

Councillor Au thanked staff for the Human Library program and noted it was a very exciting project. He brought forward for consideration the Richmond Community Protocol which is a guide for the City of Richmond and other Richmond organizations on how to respond to racism and hate crimes. The City of Richmond adopted this in February and some revisions are underway.

S. Walters noted that Alan Hill, Inclusion Coordinator at Richmond Multicultural Community Services presented to the board last year and that while there was general support, the board had asked for more information about community consultation before endorsing the Protocol. Library staff are currently in the process of reaching out to A. Hill for an update.

The board expressed their concern that the document was adopted by the City of Richmond before the questions voiced by the board, regarding how the Indigenous and Muslim communities were engaged, were addressed. S. Walters will share the Protocol with the board.

(b) Friends of the Library (FOL) Report

On behalf of B. Blair, S. Walters shared that the Friends are working on designing their external sign for their store front as well as ordering shelving to support their sorting work and opening the space to public.

(c) Summary of Customer Comments

The board asked about the program recommendation for a cultural storytime at the library and staff confirmed that all proposals are considered, noting that the library would support an increase in cultural programming as community is very responsive. The Head of Children and Family Services has received the suggestion and this program request is under consideration.

In response to a library board inquiry about what is a hearing loop, S. Walters informed the board it is technology that can be installed in a space to allow those who are hearing impaired and utilizing hearing aids to connect directly with the technology to enhance the audio experience.

6. Board – Items for Decision and/or Discussion**(a) 2022 Surplus Funding Recommendations**

The board discussed the library main entrance renovations and staff shared that costs will be higher than initially expected. This is due to new lighting and flooring, sound baffling, expanded seating, and the holds area expansion requiring extensive custom millwork. Schematics of the proposal were shared.

The board was updated on changes to project timelines and S. Walters indicated that construction will be pushed forward into summer, with the final outcome being the optimization of existing space.

MOVED: THAT, the Richmond Public Library Board approve \$200K be moved to Library Enhancement for the Brighthouse Main Entrance Renovation initiative, and that for future projects, \$200K be moved to Library Enhancement and \$200K to IT Infrastructure.

C. Gillanders/S. Merhi.....CARRIED

(b) 2023 Q1 Financial Update

In response to a board question about \$30,000 from surplus funding that was allotted to an author series, staff indicated that this will be spent by Q4 2023 and that there are a number of authors who will be participating including Chief Robert Joseph, the author of Namwayat, on September 27 from 7:00 – 8:00 p.m. Other authors will be announced once they confirm their ability to participate.

Staff responded to a board question about the surplus funding space optimization project and shared that the intent is to transform space at the Ironwood branch from staff to public by renovating a one-person office to make it available for community to book.

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

Appreciation was expressed by two trustees for specific programs that their families had attended. A trustee shared that a Global News current affair episode about the rise of violence in Canadian libraries was well done and presented different factors that contributed to the trend. It was noted that CBC has a similar podcast that spoke to the challenges that libraries are currently facing in America. The board expressed thanks to staff for the care and effort taken to avoid Richmond libraries becoming policed and unwelcome spaces and appreciates that the library remains a non-hostile environment for all community.

S. Walters noted that challenges are on the increase in Canada and that Canadian libraries need to be vigilant about intellectual freedom. She also noted challenging customer behaviours are just a small faction of overall library visits, however how it affects staff is a larger concern and libraries have to continue to find measures to make spaces welcoming but also safe for public and staff. The Canadian Urban Libraries Council is currently conducting a survey on this topic, which RPL is participating in.

A trustee shared that they attended the gardening series event and was happy to see such huge participation.

(b) Steveston Community Centre and Library

Updates were provided on the project, with the architects and design teams taking feedback and making changes, and while not complete, they are close to the 95% interior design completion.

The board provided update on the public art component and shared that applicant have been narrowed down to five finalists with final artist selection taking place on June 22. It is a diverse selection of artists including those from the Indigenous community.

(c) InterLINK Report

Board provided an update that InterLINK has adopted their financial statement and options for training have been included in the board package.

(d) Finance Committee

No further discussion.

(e) Fund Development Committee

No update.

(f) Governance Committee

No update.

(g) Strategic Planning Committee

Board provided an update indicating that April 17 was the deadline for Request for Proposal submissions and the library received 8 proposals which is a very positive response. As there is a considerable amount of work to review and shortlist the RFPs the deadline for the committee to submit feedback has been extended to May 17.

S. Walters responded to a board inquiry about the process, noting that the board has given the committee the responsibility to interview the shortlisted applicants and to select the consultant. When complete, this information will be shared with to the board.

8. Chief Librarian's Report

S. Walters noted two special events involving community; the Volunteer Appreciation event and the Human Library. 9 human books were checked out over 50 times and every book was checked out at least once. There was interest from the board to see this as an ongoing event.

S. Walters provided an update on the BC Library Association conference and thanked A. Bechard for representing Richmond Public Library on a panel presentation on how public libraries are balancing staff safety.

9. Operations

(a) Collections and Customer Service Delivery

No questions.

(b) Community Development and Service Design

The board discussed an upcoming book club that is an extension of the pride book club which focuses on LGBTQIA2S+ books. Those belonging to this community have indicated that the library is one of the few spaces where queer individuals can meet and share lived experiences. The author has received a number of awards and our library owns three copies of the author's books. The role of the library is to foster an environment that respects diversity. The board added that it is

important to have an open forum to have community dialogue and thanked both the board and staff for discussing this topic.

The board commended staff on the Kidd Elementary School Pilot Project and for partnering with a school that has self-identified as a highly vulnerable school. Staff confirmed that school visits are ongoing and increase in the months leading up to Summer Reading Club.

(c) Innovation and Learning Development

No questions.

(d) Information Technology Operations

In response to a board inquiry about the conferencing equipment in the Brighthouse 2nd floor programming room, staff indicated that they are working to identify the potential uses of the equipment and space, which includes striking a balance between using the space as private study space and public use for programs and events.

S. Walters further clarified that if there is a decision that when our library has bookable public space, a robust board policy will need to be drafted, reviewed and adopted.

(e) Marketing and Communications

No questions.

10. Items Included for Information

(a) BC Library Federation Training Opportunities

S. Merhi indicated that any board members and staff interested can register.

(b) CFLA-FCAB Spring 2023 Member Update

No questions.

(c) BCLTA AGM

S. Walters indicated that this is at the end of May, if any board of trustees are interested in attending virtually.

(d) Richmond Public Library Community Art Wall

In response to a board question about how this idea was created, S. Walters shared that it came from staff. The program has grown and is very popular. Staff indicated that the wall is currently booked until November 2024.

(e) Report to City of Richmond Finance Committee

S. Walters indicated that a few minor edits have been made to ensure it is more aligned with the City of Richmond report conventions.

(f) Statement of Financial Information (SOFI)

S. Walters indicated that this is to be submitted to the province by May 15.

(g) Operational Statistics Q1 2023

No questions.

- (h) Invitation to CBC Kids Book Club Live Event
Invitation extended to the board and their families.

- (i) Brighthouse Main Entrance Renovation Schematic
No other questions.

11. Other Business

None.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, May 31, 2023 at 5:30 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:54 pm.

CHAIR 

CHIEF LIBRARIAN 