

WEDNESDAY, JULY 31, 2024
6:00pm - 7:30pm
Brighthouse Library Board Room

1. **Call to Order and Welcome**
The Richmond Public Library is located on the ancestral territory of the hən̓q̓əmi̓nəm̓ (hung – ka – me – num) speaking peoples.
2. **Approval of Agenda** Attached
3. **Business Section**
 - (a) Approval of Regular Meeting Minutes of June 26, 2024 Attached
 - (b) Business Arising None
 - (c) Correspondence
 - i. June 26, 2024 – Letter from Ministry of Municipal Affairs, Public Libraries Branch re: 2024 Public Library Grant Award Letter Attached
 - ii. July 24, 2024 – Letter from RPL to Mari Martin, Ministry of Municipal Affairs, Public Libraries Branch re: 2024 Public Library Grant Award Letter Attached
4. **Presentations**
 - (a) BC Library Trustees Association (BCLTA) priorities and resources for trustees and library boards (*Vea Coronado, Executive Director*) Verbal
5. **Community**
 - (a) Councillor’s Report Verbal
 - (b) Friends of the Library (FOL) Report Verbal
 - (c) Summary of Customer Comments Attached
6. **Board - Items for Decision and/or Discussion**
 - (a) 2024 Q2 Financial Update (*C. Liu and E. Yu*) Attached
 - (b) Preliminary 2025 Draft Operating and Capital Budget (*C. Liu and E. Yu*) Attached

Notice of Motion

THAT the Richmond Public Library Board approve the Finance Committee’s recommendation to submit the 2025 Draft Operating and Capital Budget to the City of Richmond.
 - (c) Trustee Recruitment Committee Eligibility (*S. Walters*) Attached
 - (d) September Board Meeting Shift to September 18 (*C. Liu*) Verbal
 - (e) Utilization of Provision Funds Attached

Notice of Motion

THAT the Richmond Public Library Board approve the Finance Committee’s recommendation to utilize up to \$350,000 from IT Infrastructure Provision and up to \$360,000 from Library Enhancement Provision to support two facility renovation projects at the Brighthouse Library.

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- 7. Standing Items**
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| (a) | Roundtable Discussion | Verbal |
| (b) | Steveston Community Centre and Library (<i>D. Hui</i>) | Verbal |
| (c) | InterLINK (<i>next meeting September 24</i>) | None |
| (d) | Finance Committee | See 6.0 a/b |
| (e) | Fund Development Committee | None |
| (f) | Governance Committee | |
| | i. B-GOV-01.3 – Trustee Roles and Responsibilities Policy | Attached |
- Notice of Motion* THAT the Richmond Public Library Board adopt the Trustee Roles and Responsibilities Policy.
- 8. Chief Librarian’s Report** Verbal
- 9. Operations**
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| (a) | Collections and Discovery Services | Attached |
| (b) | Community Development and Service Design | Attached |
| (c) | Customer Experience and Community Branch Services | Attached |
| (d) | Innovation and Learning Development | Attached |
| (e) | Information Technology Operations | Attached |
| (f) | Marketing and Public Relations | Attached |
- 10. Items for Information**
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| (a) | Operational Statistics Q2 2024 | Attached |
| (b) | Memorandum: Richmond Community Wellness Strategy (2018 – 2023) | Attached |
| (c) | BC SRC Finale: Sunday, September 8, 1:30-2:15pm | Attached |
| (d) | National Truth and Reconciliation Day: Monday, September 30 | Attached |
- 11. Other Business**
- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------|--|
| (a) | 2025 Board Recruitment | |
| | Trustees whose term is expiring must reapply to the City Clerk’s office. | |
| | The link to the 2025 Application Form for Citizen Appointment to an Advisory Body will be emailed to eligible trustees (mid to late August). | |

Next Meeting: Wednesday, September (TBD), 2024, 5:30pm

Adjourn