

WEDNESDAY, JANUARY 24, 2018

5:30 p. m. to 7:30 p. m.
Administration Boardroom

Receipt of 2017 Donation from Friends of the Library and photo opportunity.

1. Call to Order
2. Approval of Agenda

BUSINESS SECTION:

3. Approval of Meeting Minutes
 - (a) Regular Meeting Minutes of November 29, 2017 Attached
4. Election of 2018 Chair and Vice Chair Attached
5. Business Arising
None.
6. Correspondence
 - (a) Letter dated December 8, 2017 from Richmond Community Foundation re: distributable investment income Attached
 - (b) Letter from City of Richmond re: appointment of Linda McPhail as Council Representative and Alexa Loo as alternate until November 5, 2018. Attached

EDUCATION SESSION:

7.
 - (a) Education Session List of Topics Attached
 - (b) Children and Family Services Middle Years Update: Connecting with School District 38 (*Kate Adams*) Attached

COMMUNITY:

8. Report from Councillor
9. Report from Friends of the Library (*Debby Newton*)
10. Summary of Customer Comments Attached

BOARD:

11. Items for Decision and/or Discussion
 - (a) 2018 Budget Update
 - i. Draft 2018 Operating and Capital Budgets Attached
 - ii. Excerpt from Minutes of Council, December 11, 2017 Attached
 - (b) Draft Board Priorities 2018 Attached
 - (c) Board Policies:
 - i. Revised Table of Contents Attached
 - ii. 3.1 Board Operation – Housekeeping Attached
 - iii. 3.2 Board Meetings – Final Attached
 - iv. 3.5 Trustee Recruitment – Revision to 3.5.5 to include Attached

- Board Skills, Strengths and Diversity Matrix
- v. 5.13 Facility Code of Conduct – Final Attached
 - vi. 5.14 Facility Suspension – Revised word choice from “appeal” to “reconsideration” Attached
- Suggested Motion:
THAT Policies 3.1, 3.2, 3.5, 5.13 and 5.14 be approved as presented.
- vii. Review of 7.0 Donation, Sponsorship and Fund Development Attached
 - viii. Staff guidelines for donation of books in Traditional Chinese (for information) Attached
- (d) Freedom to Read Week
- i. Freedom to Read Week Proclamation Request Attached
- Suggested Motion:
THAT Mayor Brodie be requested to proclaim February 25 to March 3, 2018 “Freedom to Read Week” in the City of Richmond
- ii. Letter to Mayor Brodie Attached
 - iii. Books with challenges available for borrowing On Table
- (e) Chose date for Group Photograph and Head Shots
- (f) 2018 Conference Attendance Attached

INTERLINK

- 12. InterLINK meeting Report (*Jordan Oye*)
- (a) Provisional 2018 InterLINK Budget Attached
- (b) InterLINK Agreement Attached

BC LIBRARY TRUSTEES ASSOCIATION

- 13. BCLTA Report (*Arseniy Shchedrinskiy*)
- (a) December 2017 Bulletin Attached

STAFF OPERATIONS:

- 14. Chief Librarian’s Report
 - (a) Strategic and Long Range Plan 2014-2018 Progress Report for 2017 Attached
 - (b) 2019-2021 Strategic Planning Update (*Strategic Planning Team*) Attached
- 15. Staff Report with Brief Presentation
 - (a) Seniors Services Update (*Lee Anne Smith*) Attached
 - (b) Community Volunteer Program (*Lee Anne Smith*) Attached
- 16. Staff Reports
 - (a) Adult Programming (*Lee Anne Smith*) Attached
 - (b) Children and Family Services (*Melanie Au*) Attached
 - (c) Branches: Children and Family Services (*Kate Adams*) Attached
 - (d) Circulation and Merchandising (*Serena Griffin*) Attached
 - (e) Collections (*Shaneena Rahman*) Attached
 - (f) Community Services (*Anne Bechard*) Attached
 - (g) Digital Services (*Cindy Ho*) Attached
 - (h) Information Services (*Ping He*) Attached
 - (i) Information Technology (*Mark Ellis*) Attached
 - (j) Social Media Activity - 2017 (*Stephanie Vokey*) Attached

(k) Multicultural and Chinese Community Services (*Wendy Jang*) Attached

ITEMS FOR INFORMATION:

17. Upcoming Advocacy Opportunities Attached

18. Board Calendar and Work Plan Attached

OTHER BUSINESS:

None

NEXT MEETINGS:

Regular Meeting
Wednesday, February 21, 2018
5:30 to 7:30 PM

Regular Meeting
Wednesday, March 14, 2018
5:30 to 7:30 PM

ADJOURN:

Closed Meeting to Follow