

WEDNESDAY, APRIL 17, 2019

5:30pm - 7:30pm

Guests: Ms. C.J. James, Partner, Audit, KPMG
Ms. Asifa Hirji, Senior Audit Manager, KPMG

1. Call to Order
2. Approval of Agenda
3. **BUSINESS SECTION**
 - (a) Presentation of 2018 RPL Financial Statements:
 - (i) Audit Findings Report Attached
 - (ii) Draft 2018 Financial Statements Attached
 - (iii) Draft Report to City Council Finance Committee Attached

Notice of Motion That the Richmond Public Library Board approve the Draft 2018 Financial Statements as presented and that staff be directed to complete the report to City Council Finance Committee.

 - (b) Approval of Regular Meeting Minutes of March 27, 2019 Attached
 - (c) Correspondence:
 - (i) Letter from BC Ministry of Education re: Grant Award Attached
 - (ii) Letter from Hon. George Chow, Minister of State for Trade re: Thank You Attached
4. **EDUCATION SESSION**
 - (a) 2019 Education Session List of Topics Attached
 - (b) Innovation and Discovery in the Launchpad (*James McCann*) Attached
5. **COMMUNITY**
 - (a) Councillor's Report (*Linda McPhail*) Attached
 - (b) Friends of the Library Report
 - (c) Summary of Customer Comments Attached
6. **BOARD – Items for Decision and/or Discussion**

Notice of Motion That the Richmond Public Library Board approves the transfer of \$50,000 from the 2018 operating surplus to cover the 2nd phase of the staff and public computer replacement project.
7. **INTERLINK REPORT**
8. **BCLTA REPORT**
9. **OPERATIONS**
 - (a) Chief Librarian's Report (*Susan Walters*)

Management Reports:

 - (b) Community Engagement Report (*Anne Bechard*) Attached
 - (c) Customer Experience Report (*Shaneena Rahman*) Attached

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- (d) Finance and Facilities Report (*Victor Lai*) Attached
 - (e) Human Resources Report (*Iris Lee*) Attached
 - (f) Information Technology Report (*Mark Ellis*) Attached

Staff Operations Reports:

- (g) Innovation and Learning Development (*Lee Anne Smith*) Attached
- (h) Marketing and Public Relations (*Stephanie Vokey*) Attached
- (i) Collections and Customer Service Delivery (*Wendy Jang*) Attached
- (j) Adult and Seniors Services (*Catherine Lindsay*) Attached
- (k) Digital Services (*Cindy Ho*) Attached
- (l) Children and Family Services (*Kate Adams*) Attached
- (m) Content, Collections and Discovery Services (*Ping He*) Attached
- (n) Circulation and Merchandising (*Serena Griffin*) Attached

10. **ITEMS FOR INFORMATION**

- (a) 2019 Board Calendar Attached
- (b) 2019 Board Advocacy Opportunities Attached
- (c) 2019 Board Work Plan Attached

11. **OTHER BUSINESS**

NEXT MEETINGS

Regular Meeting
Wednesday, May 29, 2019, 5:30pm

Regular Meeting
Wednesday, June 26, 2019, 5:30pm

ADJOURN: