

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, May 21, 2014

Present: Peter Kafka, Chair
Simon Tang, Vice Chair
Mark Bostwick
Kash Chahal
Diane Cousar
Susan Koch
Robin Leung

Greg Buss, Chief Librarian and Secretary to the Board
Susan Walters, Deputy Chief Librarian

Regrets: Councillor Linda Barnes
Pat Watson

ACTION

1. Call to Order

The meeting was called to order at 5:35pm.

2. Approval of Agenda

MOVED: That the agenda be approved as presented.

COUSAR/LEUNG.....CARRIED

EDUCATION SESSION

3. (a) An outline of educational session topics was included for information.

(b) Susan reported on the event she, Shaneena and three staff from the Marketing Group attended yesterday at VPL. The event described the "brand" of libraries as books and reading. Libraries offer other services that complement and support our core services but we must focus on our brand to continue to have value with our members. Books and reading are the brand. The event speaker confirmed our long-standing practice of merchandising as important. The speaker also noted that self-publishing is growing and that libraries can't miss out on the important role we can have on connecting our communities with this material. Of the top 100 ebooks on Amazon, the first 8 are offered for \$6.99 or less. Susan confirmed that we are always reviewing and modifying collection policies.

The Board discussed self-publishing in physical and electronic format and marketing to non-library users. Kat confirmed that self-publishing of new authors is limited with Overdrive, but that this may change as self-publishing becomes more popular. The Board noted that there is no one "right" way to do marketing. Susan noted that staff keep the merchandising fresh and move the collection around, promoting different things and the DVD dispenser is at the back of the stacks to encourage people to come further in to the library and discover something new.

ACTION

BUSINESS SECTION

4. Approval of Minutes

MOVED: That the minutes of the regular meeting of April 30, 2014 be approved as presented.

BOSTWICK/COUSAR.....CARRIED

MOVED: That the minutes of the closed meeting of April 30, 2014 be approved as presented.

TANG/LEUNGCARRIED

MOVED: That the minutes of the special meeting of May 14, 2014 be approved as presented.

COUSAR/TANG.....CARRIED

5. Business Arising

None

6. Correspondence

(a) A letter dated April 23, 2014 from the Richmond Community Foundation re: Kronier & Sparrow Ltd. Donation was included.

(b) A letter dated May 2, 2014 to Kronier & Sparrow Ltd. to recognize the donation was included.

(c) A letter dated May 9, 2014 to the Richmond Community Foundation to recognize the donation was included.

Greg noted that Shelley has contacted the Kronier family and is planning a recognition event.

STAFF: Note donations on web site?

STAFF: prepare for recognition event.

COMMUNITY

7. Report from Councillor Barnes

None.

8. Report from the Friends of the Library

Alison Cormack noted she found books available to borrow in the Grand Prairie airport. She attended the recent Richmond Delta Heritage Fair as an adjudicator and enjoyed the event. Alison informed the Board that the Friends of the Richmond Library executive are willing to make a substantial donation toward a new Steveston Branch.

STAFF OPERATIONS

9. Chief Librarian Verbal Report

Greg reported the Richmond Chinese School Foundation tour of Special Collections was a success. The group were enthusiastic and eager to begin working with the collection. Even though the space is in the midst of being organized, the group recognized how the room is conducive to promoting and sharing the collection.

Staff are speeding up their schedule to capitalize on the volunteers' interest. Shaneena reported that book plating and sorting the collection is anticipated to be complete by early June.

ACTION10. Program Reports

- (a) A report on Large Event Programming May to June 2014 was included. Susan noted that the first session of Science, Innovation and Technology series was successful and staff are working on promoting the series using social media to reach a broader audience.

Greg pointed out that the report includes a graphic representation of outcomes met and some statistics.

Melanie Au noted that kids used nostalgia kits in the Richmond Delta Regional Heritage Fair in a history workshop.

11. Project Reports

- (a) Shaneena Rahman spoke to her project report on "You Spoke We Listened". Staff are engaging in a campaign to show customers we listened using posters and signage at all branches as we transition into new services and spaces. The Board noted that the list of implemented changes is good and the future expansion section is very helpful.

The Board noted that they have had some difficulty connecting to newspapers in Press Display. Kat Lucas confirmed that we have 5 simultaneous accesses. The Board commented that it is good that we are maxing out on simultaneous access from time to time.

The Board also noticed that the New York Times is no longer available. Kat responded that we have lost magazine titles in Zinio as well.

The Board asked how Hoopla service is progressing. Kat responded that we are seeing steady usage since the launch. There has not been a huge increase in usage but we normally see a decrease so Hoopla appears to be well liked by our customers. Kat confirmed that Hoopla is a pay per circulation service. We are charged on a scale from 99 cents to \$2.99 depending on the item. If circulation spiked Hoopla has a potential to be a drain on budget. Usage is limited to 8 items per month, with borrowing period varying from 3 to 7 days.

12. Customer Comment Forms

Peter noted that the customer comment forms were on table for review.

- (a) Summary of Comments

A summary of comments was included for information.

INTERLINK13. InterLINK Report

None.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION14. British Columbia Library Trustees Association

None.

ACTIONBOARD15. Items for Decision/Discussion

(a) Long Range and Strategic Planning Update

- i. Status Report #17 was included for information.
- ii. A memo introducing the final report and suggesting motions was provided.
- iii. The Draft version Richmond Public Library Strategic Planning Directions Final Report dated May 12, 2014 from IBI Group was included. Greg noted that this document is not the public document, it is written with the Board as audience. The Board discussed having this document and some or all of the slideshows prepared by IBI Group published on our website and agreed this would be desirable, after the document has been presented to City Council and City of Richmond staff. The Board noticed a typo on page 25. Greg reported that IBI Group is working on an Executive Summary section and will produce a comprehensive package with all 4 stages in one report.

MOVED: That the Richmond Public Library Board accepts the **Richmond Public Library: Strategic Planning Directions Final Report**, with correction noted.

TANG/BOSTWICK.....CARRIED

Greg noted that he is working with the City of Richmond Senior Management Team to prepare the facilities section, integrated with the City's facilities plans, for presentation to Council in Spring 2015. He will work with Councillor Barnes, Kim Somerville and Cathy Carlile to present the Library's report to City Council by the end of June.

MOVED: That library staff be directed to work with Richmond City staff to bring forward a report to City Council based on the **Final Report** with a target date of June 2014.

BOSTWICK/CHAHAL.....CARRIED

Greg will inform the Board of the date of the Council meeting and to allow as many Trustees as possible to attend.

MOVED: That library staff bring forward to the June 25th Library Board meeting, for Board review and approval, the following documents:

- a. **Annual Report to the Community**
- b. **Richmond Public Library Strategic and Long Range Plan**

BOSTWICK/COUSAR.....CARRIED

MOVED: That library staff begin immediate implementation of those actions recommended in the **Final Report** that can be accomplished within existing Library Board authority and resources.

KOCH/CHAHAL.....CARRIED

- iv. A document entitled "Your Library Your Future: Public Consultation Update to Staff" was included. Susan reported that all staff sessions are starting next week, at which staff will receive a copy of this document, the IBI Group **Final Report**, and that posters describing the 8 library roles are being produced for every work room. The purpose of the all staff sessions is to ensure staff are

STAFF:
Prepare to
publish
relevant
documents on
yourlibrary.ca
in future.

ACTION

informed of the outcome of the public consultation and understand their role as the library responds to members' input.

(b) ONNI Application Update

- i. An excerpt of the Planning Committee minutes of May 6, 2014 was included. There is no decision that the ONNI site is best and City staff are looking at other locations also. City staff will come back to General Purposes Committee in summer. The ONNI site could be a good short-term (10-15 year) solution. The Board acknowledged the Friends of the Library's commitment toward a new library in Steveston.

(c) 2013 Statement of Financial Information (SOFI)

- i. Background information describing why we produce a SOFI was included.
- ii. The 2013 SOFI was included.

MOVED: That the Richmond Public Library Board approve the Statement of Financial Information for the year 2013.

KOCH/TANG.....CARRIED

- (d) A letter dated May 8, 2014 from Vancouver Foundation regarding the Richmond Public Library Endowment Fund disbursement for the period April 1, 2013 to March 31, 2014 was provided on table.

MOVED: That the 2014 disburseable investment income of \$11,019.92 be spent on furniture and/or equipment required in implementation of the public consultation.

BOSTWICK/COUSAR.....CARRIED

16. Items for Information

- (a) Peter reminded the Board of the upcoming social event on June 12. Staff will send a reminder and indicate spouses/guests names.
- (b) The electronic edition of *Feliciter* will be posted to the Board Blog when available.
- (c) The Board Calendar and Work Plan were provided for information.

Staff: prepare RSVP list and send reminder email.

17. Other Business

None.

18. Date of Next Meeting

The next Board meeting is scheduled on **Wednesday, June 25, 2014 at 5:30 p.m.**

20. Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:55 p.m.

CHAIR

CHIEF LIBRARIAN