

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, April 27, 2016

Regular Meeting 5:30 p.m. to 7:30 p.m.

Administration Boardroom

A G E N D A

Guests: Ms. C.J. James, Partner, Audit, KPMG

- 1. Call to Order
- 2. Approval of Agenda
- 3. Presentation of Financial Statements:
 - (a) Audit Findings Letter Attached
 - (b) Management Representation Letter Attached
 - (c) Draft Financial Statements Attached
 - (d) Draft Report to City Council Finance Committee Attached

RECOMMENDED MOTION

That the Richmond Public Library Board approve the 2015 Financial Statements as presented and staff be directed to complete the report to City Council Finance Committee.

EDUCATION SESSION:

- 4. (a) Outline of Educational Session Topics Attached
 - (b) Refocused Print Collection Plan (*Shaneena Rahman*) Attached
 - (c) Refocused Print Collection Plan Project Charter (*Shaneena Rahman*) Attached

BUSINESS SECTION:

- 5. Approval of Meeting Minutes Attached
 - (a) Regular Meeting Minutes of March 30, 2016
- 6. Business Arising None
- 7. Correspondence Attached
 - (a) 2016 Library Grant Allocation

COMMUNITY:

- 8. Report from Councillor Au
- 9. Report from Friends of the Library (*Betsy Blair*)
- 10. Summary of Customer Comment Forms Attached

BOARD:

- 11. Items For Decision and/or Discussion Attached
 - (a) 2015 Appropriated Surplus Attached
 - RECOMMENDED MOTION**
That \$194,730 in appropriated surplus, future capital acquisitions be transferred to the Launchpad project account CE00015. Any surplus funds remaining upon completion of the project are to be returned to appropriated surplus at that time.
 - (b) Board Policy Manual Review – Group 1 Attached

INTERLINK:

- 12. InterLINK Report (*Robin Leung*)
 - (a) 2016-2019 InterLINK Strategic Plan Attached
 - (b) Workshop on Outcome Measures: What Should We Be Looking At Attached
– June 15th

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION:

- 13. BCLTA Report (*Susan Koch*)
 - (a) BCLTA Bulletin April 2016 Attached

STAFF OPERATIONS:

- 14. Deputy Chief Librarian's Report
 - (a) Operational Highlights for April Attached
- 15. Program Reports
 - (a) Programs and Outreach (*Lee Anne Smith*) Attached
 - (b) Spring Break Programming (*Melanie Au*) Attached
- 16. Project Reports
 - (a) Comprehensive Summary of Customer Complaints, Comments and Questions regarding Changes to Borrowing Policies, Late Charges and Hours of Operation, December 4 to April 19 (*Stephanie Vokey*) Attached
 - (b) Innovative User's Group Conference (*Mark Ellis, Vinh Lam*) Attached
 - (c) PLA Conference Report (*Lee Anne Smith*) Attached
- 17. Status Reports:
 - (a) 2015 Human Resources Activity Attached

ITEMS FOR INFORMATION:

- 18. Volunteer Appreciation Event – April 28th Attached
- 19. New Trustees Orientation
 - (a) TOPS Program Participation
 - (b) Branch Tour
- 20. Board Calendar and Work Plan Attached

OTHER BUSINESS

NEXT MEETINGS

**Regular Meeting
Wednesday, May 25, 2016
5:30 to 7:30 pm**

**Regular Meeting
Wednesday, June 29, 2016
5:30 to 7:30 pm**

ADJOURNMENT

Closed session to follow.