

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, January 26, 2011

Present: Pat Watson, Chair
Peter Kafka, Vice Chair
Mark Bostwick
Diane Cousar
Dulce Cuenca
Sanjiv Khangura
Susan Koch
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Councillor Linda Barnes

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:00 pm.

The Board welcomed new trustees Diane Cousar and Susan Koch.

2. Approval of Agenda

MOVED: That the agenda be approved as presented with the addition of items 12(d)(vi), 17(b) and 17(c) presented on table, and that items 13 to 16 be moved to appear after item 7, and that item 12(f)(i) be moved to appear after item 12(a).

BOSTWICK/TANG.....CARRIED

3. Approval of Minutes

MOVED: That the minutes of the regular meeting of November 24, 2010 be approved as presented.

TANG/KAFKA.....CARRIED

4. Business Arising

(a) A report of outstanding items to be brought forward was included for information. The report to council regarding the impact of Junior collection materials will be presented in Q3, as material is still arriving.

(b) A memo dated November 23, 2010 to Council regarding the 2009 Financial Statements was included for information.

5. Correspondence

- (a) A letter dated November 23, 2010 re-appointing Pat Watson for a two-year term was included for information.
- (b) Letters dated November 23, 2010 appointing Diane Cousar and Susan Koch for two-year terms were included for information.
- (c) Letters dated November 23, 2010 thanking Lyn Greenhill and Arlene Yoshikawa for their service were included for information.
- (d) A sample regret letter dated November 23, 2010 sent to applicants not appointed was included for information.
- (e) A letter dated December 15, 2010 appointing Councillor Linda Barnes as Council Liaison and Councillor Derek Dang as alternate was included for information.

MOVED: That the correspondence be received.

BOSTWICK/TANG.....CARRIED

COMMUNITY6. Report from Councillor Barnes

No report.

7. Friends of the Library

Betsy Blair reported that the Friends held the first meeting of their 2010/11 Executive last week. Donations are coming in and they are on track for the upcoming sales. A mini sale will take place March 19th and the large sale is scheduled for April 9th/10th.

Betsy reported that the Friends received a \$1,000 donation from Scotiabank as part of Scotiabank's employee volunteer program.

STAFF OPERATIONS13. Monthly Statistics

Recent Richmond Public Library statistics were presented for information. The board discussed the document and requested that these statistics be reported quarterly.

14. World's Largest Mailbox

A report from Virginia McCreedy on the Santa letter writing parties with Canada Post was included for information.

15. 2010 Human Resources Activity

A report from Cathy Gettel was included for information. The Board requested that casual employees be shown separately from regular employees, which

would likely show an even lower turnover rate. 4-quarter metrics for the past 4 years show that activity for 2010 was lower than previous years.

16. Freedom to Read Week

This year Freedom to Read Week will be celebrated across Canada from February 20 to 26. A copy of the previous proclamation and a letter to Mayor Brodie were included for information.

8. InterLINK Report

(a) A summary of the November 30, 2010 Board meeting was included for information.

Mark noted that at the last InterLINK Board meeting the Board passed a motion to cease production of audio books effective January 1, 2011. Production is not their mandate and a previous grant for production has run out.

(b) The 2011 Provisional Budget was included for discussion.

MOVED: That the Board accept the budget as presented.

BOSTWICK/CUENCA.....CARRIED

9. British Columbia Library Trustees Association Report

(a) Arlene Yoshikawa's nomination for a BCLTA award is being prepared.

(b) The Fall/Winter issue of *Open Door* newsletter was included for information.

(c) A BCLTA email bulletin dated January 12, 2011 was included for information.

10. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments is included in the Board package for information.

BOARD

11. Activities

(a) The 2010 Staff Recognition Event was scheduled for November 2010 but cancelled due to snow. This event will be rescheduled for February.

(b) New Trustee Orientation.

(i) Diane and Susan meet with Pat and Greg on January 19 for the initial orientation session. Branch tours will follow.

(ii) A Trustee Orientation Program (TOP) session will be held February 26th at Richmond Public Library. New trustees and anyone requesting a refresher are encouraged to attend.

- (c) Richmond Chinese Community Society dinner to celebrate the "Year of the Rabbit" is scheduled for March 2nd. The library purchases a table of 10 and encourages all Trustees to attend this fun networking event. Trustee's partners are welcome if space permits. Please let Greg know if you can attend.
- (d) A Board directory update was enclosed for information. This will be send electronically as well.
- (e) Vol. 56 No. 6 (2010) of the *Feliciter* was enclosed for information.
- (f) The calendar and work plan were included for information.

12. Governance

- (a) Election of Chair and Vice Chair for 2011.

The Board discussed a process for nominating Chair and Vice Chair and agreed to add this step at the October meeting.

Pat called for nominations for Chair. Pat was nominated and accepted the nomination. There being no further nominations, Pat was acclaimed as Chair.

Pat called for nominations for Vice Chair. Peter was nominated and accepted. There being no further nominations, Peter was acclaimed as Vice Chair.

- (f) A Strategic Planning Steering Committee status report for January was included for information.
 - (i) The latest draft of the OCP Submission was enclosed for discussion. The Board requested that input from the community be added to Item 5 – Guidelines for Facility Development.
- (b) Board Operations.
 - (i) The Board discussed structure of committees.
 - (ii) The Board discussed a special meeting to review the structure and timing of the Board meeting. Greg will arrange this meeting prior to the next Board meeting, topics to include reviewing structure of the agenda, timing of the meeting with anticipation to start earlier and how the Board would like to receive materials.
- (c) The 2010 Board Self Evaluation Survey report was included for information. Suggested changes will be made for the 2011 survey.
- (d) A Fund Development status report for January was included for information.
 - (i) *Richmond Review* announcement dated November 27, 2010 re: Richmond Community Foundation / Richmond Public Library Endowment Fund was included for information.
 - (ii) *Richmond Review* announcement dated December 4, 2010 re: Donation by Kronier Family to Richmond Public Library Endowment Fund was included for information.

- (iii) A letter dated December 8, 2010 from Richmond Community Foundation re: 2010 Disbursement was included for information.
- (iv) A letter dated December 14, 2010 from Vancouver Foundation re: 2010 donation was included for information.
- (v) A letter dated December 20, 2010 to Ben and Esther Dayson Charitable Foundation re: Kids' books and Outreach was included for information
- (vi) News clippings dated January 22, 2011 from *The Richmond Review* regarding the Judaica collection were included on table.

(e) A Policy Development status report for January was included for information.

17. Other Business

- (a) Wendy Jang reported that Chinese New Year will be celebrated at the library on Sunday, February 13, 2011. Pat will attend.
- (b) Media reports from *The Richmond News* dated January 21 regarding renting DVDs and a response from Shelley Civkin dated January 26 were included on table.
- (c) A list of library acronyms was provided on table for information.
- (d) Greg reported that John Collison, a former trustee (1990-97) and chair (1994-95), passed away on January 25, 2011. The library will send appropriate remembrance to the family on behalf of the Board and staff.

18. Date of Next meeting

The next meeting is **Wednesday, February 23, 2011 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 8:20 p.m.

CHAIR



CHIEF LIBRARIAN

