

# RICHMOND PUBLIC LIBRARY BOARD

Wednesday, October 28, 2009

**Present:** Lyn Greenhill, Chair  
Arlene Yoshikawa, Vice Chair  
Linda Barnes, Councillor (8:05 pm)  
Mark Bostwick  
Peter Kafka  
Pat Watson

Greg Buss, Chief Librarian and Secretary to the Board

**Regrets:** Albert Beh  
Dulce Cuenca  
Leslie Wilson

## **BUSINESS SECTION**

### 1. Call to Order

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

### 2. Approval of Agenda

MOVED: That the agenda be approved with the additions of item 5(b), 9(a), 9(b) and 17 on table.

KAFKA/BOSTWICK.....CARRIED

### 3. Approval of Minutes of September 30, 2009

MOVED: That the minutes of the Regular Board Meeting of September 30, 2009 be approved as presented.

WATSON/BOSTWICK.....CARRIED

### 4. Business Arising

(a) A report of outstanding items to be brought forward was included for information.

(b) Items brought forward at this meeting:

- i. The 2010 draft budget including 2008 actual and 2009 year-to-date was included for information.
- ii. A memo dated October 19, 2009 included brief answers provided by Katherine Lecy, Manager of Payroll for the City of Richmond to questions raised at the September Board Meeting. Further details will be provided in a valuation of post employment benefit liability from Mercer in early 2010.
- iii. A report of changes to fine rates from 1980 to 2001 was included for information. The Board noted that fines have not increased in 8 years.

- iv. A draft report from InterLINK comparing fines, fees and charges was included for information. When this report is final it will be brought forward to the board for discussion, in conjunction with a review of our fine structure.

5. Correspondence

- (a) A letter dated October 8, 2009 to the Richmond Community Foundation was included for information. A draft agreement will be brought to the Board in January 2010.
- (b) A letter dated October 27, 2009 in support of Sylvia Gwozd for the "Star of Richmond" award was provided on table for information.

MOVED: That the correspondence be received.

BOSTWICK/KAFKA.....CARRIED

**COMMUNITY**

7. Friends of the Library

Laria McKee reported that the fall sale was successful and included some valuable books which sold for \$50. The selection of books drew dealers. The next big sale is April 10/11, 2010. Laria extended an invitation to the Board to attend the upcoming AGM on Saturday, November 21<sup>st</sup> at 10:30 am. This is Laria's last Board meeting, as her term as Chair of the Friends of the Library expires at the AGM. The Board congratulated Laria and thanked her for her support over the last two years.

- (a) The 2009 Wish List and Account Update was included for information.

8. InterLINK Report

- (a) A letter dated October 15, 2009 supporting InterLINK's draft Strategic Plan principles and goals was included for information.

9. British Columbia Library Trustees Association Report

- (a) Errin Morrison's letter of resignation was provided on table for information.
- (b) A letter dated October 24, 2009 from Andy Ackerman describing BCLTA's key priorities was provided on table for information.

Arlene reported that:

- A bi-weekly email bulletin from BCLTA will be emailed to the Board but not included at this meeting.
- She is the Co-chair of the 2010 BCLTA conference planning committee.

- She is the Chair of the BCLTA conference Fund Raising Committee, and they are looking for sponsorship for the 'trustee lounge'.
- Three director positions will be up for election at the AGM.

A calendar of 2010 conferences, including BCLA/BCLTA will be provided at the November meeting.

10. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments was included for information.

**BOARD**

11. Activities

(a) Arlene reported that BCLTA was concerned that the primary objective of the UBCM BC Libraries Reception, advocacy, may not be achieved in this setting. Next year's UBCM at Whistler may not include this reception.

(b) Lyn reported that she attended the Civic Reception with Pat and Albert.

(c) *The Feliciter* Vol. 55 No. 5 (2009) was enclosed for information.

(d) Suggested changes to the Board calendar for 2010 were provided for discussion. Selected events were proposed for postponement as the O Zone celebration events will take significant staff and Board time. It was agreed to cancel the February Board meeting. Updated events will be listed in the November Board calendar and work plan.

(e) The calendar and work plan were included for information.

12. Governance

(a) Annual Report to City Council

- (i) Speaking notes for presenting the 2008 Annual Report were included for information.
- (ii) Statistics comparing Richmond Public Library with other municipal libraries within InterLINK (2008) were included for information.
- (iii) A summary of Councillors comments was included for information.

Lyn noted that Council were very receptive to our 2008 Annual Report and are interested in what we are doing for the O Zone celebrations.

(b) Library Board Appointments

- (i) An update of the current trustee recruitment was included for information.

Greg reported that this year the library received an all time high of 31 citizen applications for appointment, 15 of which were received after scheduled interviews had been completed. The Board discussed past practice and agreed to interview all applicants this year. A third interview day will be arranged as soon as possible. The Board will review the process next year, should it receive such a large number of applicants again. In that case the recruitment committee may be directed to review resumes and choose the applicants they wish to interview.

(c) Board and Trustee Self-Evaluation

- (i) The Board and Trustee Self-Evaluation policy was included for information.
- (ii) The 2009 Board and Trustee Self-Evaluation survey was enclosed for action.

(Councillor Barnes joined the meeting at 8:05)

6. Report from Councillor Barnes

Councillor Barnes reported no word yet on 2010 budget approval. Lyn asked about the Official Community Plan review. Councillor Barnes reported that an open house is expected in November. Lyn asked for feedback on the Annual Report presentation. Councillor Barnes noted that the presentation at an open and televised Council meeting was fine, but that the General Purposes Committee venue also has merit.

**STAFF OPERATIONS**

13. Monthly Statistics

Monthly statistics were included for information.

Lee Anne Smith attended the open house at Hamilton Community Centre and presented a brief overview of the event. Greg will review the possibility of lease space in the mall area again, as the economic situation has changed.

14. O Zone Celebration Planning Report #3

The latest planning report was included for information. The Board discussed VANOC official merchandize and developers. Greg noted that more discussion with the City, ASPAC and Chapters will come. Councillor Barnes asked how we can highlight the local newspapers, which are not media sponsors but valuable to our community.

15. 2008 Performance Measurements

Greg reviewed our standing in each category and discussed briefly the library's position on each category's relevance. The categories on page 6 are considered the most relevant – registered borrowers as % of population, circulation per capita and visits per capita. A discussion of the library's philosophy of each category and an explanation of their history and changes over time will be scheduled at a future meeting.

16. Cambie Branch Fire

A memo dated October 19, 2009 from Beryl Jeffrey was included for information. As the security cameras are located inside the library, they were unable to capture images of the vandals. The Board discussed security issues for storefront locations such as Cambie.

17. Strategic Plan Report: Brighthouse Science Bash

A report by Wendy Jang was presented on table for information. This event was attended by approximately 2,080 customers.

18. Other Business

None.

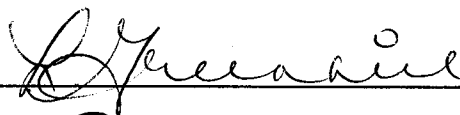
19. Date of Next meeting

The next meeting is **Wednesday, November 25, 2009 at 7:00 pm.**

20. Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:35 p.m.

CHAIR



CHIEF LIBRARIAN

