

# RICHMOND PUBLIC LIBRARY BOARD

Wednesday, September 29, 2010

Present: Arlene Yoshikawa, Chair  
Pat Watson, Vice Chair  
Councillor Linda Barnes  
Mark Bostwick  
Dulce Cuenca  
Lyn Greenhill  
Peter Kafka  
Simon Tang

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Sanjiv Khangura

## **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 as presented with the addition of item 18.

KAFKA/BOSTWICK.....CARRIED

### 3. Approval of Minutes

MOVED: That the minutes of the regular meeting of July 28, 2010 be approved as presented.

KAFKA/BOSTWICK.....CARRIED

### 4. Business Arising

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

(b) The Mercer valuation report on post employment benefits was enclosed for information.

### 5. Correspondence

(a) A letter dated August 3, 2010 from PLSB regarding 2010/2011 provincial support for Richmond Public Library was included for information.

- (b) A letter dated September 15, 2010 from the Minister of State Transport regarding the library book rate was included for information.

MOVED: That the correspondence be received.

GREENHILL/BOSTWICK.....CARRIED

## COMMUNITY

### 6. Report from Councillor Barnes

Councillor Barnes reported that she recently returned from a successful delegation visit to Wakayama, Japan and Xiamen, China.

### 7. Friends of the Library

Arlene reported on behalf of Betsy Blair that the Friends are on track for the fall sale and that the mini sale went well.

### 8. InterLINK Report

(a) A letter dated July 22, 2010 from InterLINK regarding compensation for net lending in 2009 was included for information.

(b) A letter dated July 29, 2010 to acknowledge the funds was included for information.

Mark reported that the last InterLINK meeting focused on strategic planning, an awareness campaign, world language project, common cataloguing and audio books for the visually impaired.

MOVED: That the Richmond Public Library agree with InterLINK dropping production of audio books for the visually impaired effective January 1, 2011.

BOSTWICK/KAFKA.....NOT CARRIED

The Board discussed audio book production by InterLINK and whether this should be a provincial, federal or non-profit organization's responsibility. The discussion clarified that InterLINK is not opposed to audio books but that production is not their mandate and that a previous grant for production has run out. Mark asked for instruction from the Board, which asked him to advise InterLINK that Richmond Public Library supports an audio book program and recognises that funding is no longer available to InterLINK, but did not pass their requested motion.

The motion was withdrawn.

9. British Columbia Library Trustees Association Report

Arlene thanked the Board for funding her attendance at the UBCM and confirmed that Minister MacDiarmid will attend the Library Appreciation event at Whistler Public Library.

Arlene reported that the three main items coming out of the BCLTA Strategic Planning session were advocacy, supporting trustees and improving operations.

The upcoming conference in Victoria next April will include a session on 'SITKA for Trustees', which Arlene recommended trustees attend.

10. Customer Comment Forms

Arlene 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) Pat and Dulce attended the Filipiniana collection launch on August 14, 2010. An article from *The Philippine Asian News Today* was included for information.
- (b) An invitation to attend the 21<sup>st</sup> Annual Fundraising Dinner and Dance for the Richmond Chinese Community Society was included for discussion. Trustees interested in attending were encouraged to let Greg know.
- (c) The current issue of *Feliciter* was enclosed for information.
- (d) The calendar and work plan were included for information.

12. Governance

(a) Fund Development

- (i) A status report for September was included for information. Fund development will be added to the Strategic Planning process.
- (ii) The letter of understanding with the Richmond Chinese School Foundation was included for information.

(b) Policy Development

- (i) A status report for September was included for information.
- (ii) A draft of the revised Roles and Responsibilities of the Trustee was included for decision. The Board requested that the phrase "be the public face of the Board and the system and its impact on the community" be moved here from the Responsibilities of the Chair document.

- (iii) A draft of the Roles and Responsibilities of the Board Chair and Vice Chair was included for decision. Historically, the Vice Chair is the Chair Elect and there has been a two-year maximum as Chair, but the Board agreed to not add these items to the policy. The second sentence in item #1 was removed and item #8 was moved to the Roles and Responsibilities of a Trustee document as noted above.

MOVED: That the Richmond Public Library Board accept the new policy as amended.

BOSTWICK/GREENHILL.....CARRIED

(Linda Barnes left at 9:00)

(c) Strategic Planning Steering Committee

- (i) A status report for September was included for information.
- (ii) August 10<sup>th</sup> planning materials were included for information.
- (iii) August 10<sup>th</sup> outcomes were included for information.
- (iv) A letter dated September 7, 2010 to Lucy Tompkins was included for information.
- (v) The library user survey to gather information for OCP submission was included for information. Lyn suggested that an option be included to indicate if respondents don't use the library. It is expected that the survey will be done in October, our OCP document created in November and submitted in December.

(d) 2011 Library Board Appointments

- (i) A schedule of dates was included for information.
- (ii) The current Board membership list was included for information. One current member is eligible for reappointment and two members have completed their eligible terms.
- (iii) The trustee recruitment policy was included for information.
- (iv) The list of trustee competencies was included for information. Targets for the 2011 Board include a strong finance background, connection to corporate leaders and fundraising expertise.
- (v) The Board established a recruitment committee. Interviews will be scheduled as soon as possible.

MOVED: That the Richmond Public Library Board appoint Dulce Cuenca and Peter Kafka to the 2011 recruitment committee.

BOSTWICK/GREENHILL.....CARRIED

- (vi) Copies of the application package were provided for each Trustee to pass on to their contacts.
- (e) Board Training and Development. Each year at this time the Board is requested to consider if there is a development workshop or seminar that

they would like to attend that they have not been offered yet, and if so to let Greg know.

- (f) 2011 Budget. Discussion was deferred to the October meeting.

## **STAFF OPERATIONS**

### 13. Monthly Statistics

- (a) Recent Richmond Public Library statistics were presented for information.
- (b) A summary of circulation comparisons for all InterLINK libraries was included for information. The drop in circulation we experienced during the winter games is not isolated to Richmond as all libraries close to games venues indicate a circulation decrease for the first half of 2010.

### 14. Strategic Plan Reports

- a) A report on the Richmond Job Fair was included for information.
- b) A report on Outreach to Richmond Jewish Day School was included for information, describing how the library used a recent \$5,000 donation from the Ben and Esther Dayson Charitable Foundation.
- c) A report on Summer Reading Club was included for information. The library broke another record this year, with over 6,000 kids registered and an over 14% increase from last year. What the numbers don't show is the excitement experienced by kids, who enjoy this program immensely.
- d) A report on Teen Summer Reading Club was included for information. Once again, RPL had very strong numbers of teens participating compared to other local library systems, 243 this year.

### 15. Automated Materials Handling System

An update on the system was included for information. Shaneena Rahman reported that since starting in July over 700,000 items have been checked in. She thanked Mark Ellis for his careful selection of a good system for our work room and reported now Vancouver Public Library is installing the same system.

### 16. Annual Report to the Community

The 2009 Annual Report was enclosed for information. This year the report is smaller and we are focussed on electronic distribution. The report is available on our website.

### 17. Book Donation to Xiamen Friendship City

A letter dated August 19, 2010 to the Mayor of Xiamen thanking him for their donation of books last year was included for information. Richmond Public Library sent Xiamen books and DVDs about Richmond and British Columbia in return.

### 18. Other Business

An article from *The Richmond News* dated September 24, 2010 regarding closing the Books4Babies program was included on table for information.

19 Date of Next meeting

The next meeting is **Wednesday, October 27, 2010 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:40 p.m.

CHAIR Arlene Yoshikawa

CHIEF LIBRARIAN Greg Tsun