
WEDNESDAY, JUNE 28, 2023**5:30PM - 7:30PM**Via Zoom video conference with In-person Option
Brighthouse Library Board Room**Board Present:**Cathy Liu, Chair
Sherine Merhi, Vice Chair (Virtual)
Chaslynn Gillanders (Virtual)
Denise Hui
Jordan Oye
Rachel Ling
Yvonne Yong**Staff Present:**Anne Bechard
Charles Leung
Eva Yu
Iris Lee
Shaneena Rahman**Guests:**

Dal Benning, CUPE 718-05

Friends of the Library:

Betsy Blair, Chair

Susan Walters, Chief Librarian and
Secretary to the Board**Regrets:** Chak Au, Council Liaison
Nabeel Abrahani

1. Call to Order and Welcome

The meeting was called to order at 5:33pm with C. Liu providing the welcome and acknowledging that June is National Indigenous History Month.

2. Approval of Agenda

MOVED: THAT, the agenda be approved as presented.

Y. Yong/R. Ling.....CARRIED

3. Business Section**(a) Approval of Meeting Minutes**

MOVED: THAT, the minutes of the regular meeting of May 31, 2023 be approved as presented.

Y. Yong/D. Hui.....CARRIED

(b) Business Arising

None.

(c) Correspondence

None.

4. Presentation**(a) Early Years Literacy Initiatives**

The board expressed their appreciation to Ginny Dunnill and Kate Adams for their presentation on RPL's early years literacy initiatives, noting that they would like to see expansion to all branches given how beneficial these programs are to parents, particularly new parents. Staff shared that parents and caregivers are encouraged to stay after programs to build connections with each other.

It was suggested that staff consider incorporating toys that connect with the different diverse cultures of the Richmond community using Indigenous themed toys as an example.

In response to a Board member inquiry about how sensory kits will be promoted, staff indicated that they are reaching out to community partners who are in touch with families of those children who would benefit from sensory kits. Staff are actively promoting the sensory kits so that community are aware that they can access these new resources just as easily as they would any other items in the library.

5. Community

(a) Councillor's Report

No report.

(b) Friends of the Library (FOL) Report

B. Blair shared that the FOL storefront at Cambie is almost ready to be opened to the public. On July 8, 2023, there will be a side walk sale at the Cambie Plaza, during which the retail space will be open to community for the first time. An open house is schedule for July 15, 2023 from 3pm-5pm for members, library staff and the Board. This will also be the 51-year anniversary celebration for the FOL.

The FOL will proceed with a large book sale at the Thompson Community Centre next spring. Unfortunately, due to volunteer shortages the large sale in the fall will not take place. Once the FOL can build up the volunteer pool they will reconsider having two large sales annually.

(c) Summary of Customer Comments

The board noted that two customer comments were from Indigenous community and shared that many First Nation communities do not have access to libraries and it is very important for library staff to seek opportunities to connect with those who have moved from a First Nations community to Richmond to showcase what the library has to offer.

The board inquired about the community request to extend the borrowing times for video games. Staff indicated that at this time it can be challenging to extend to this loan period due to the limited inventory the library has for video games, however, staff have already started looking at purchasing more inventory and are considering ways to make service improvements.

In response to a Board inquiry about whether there are themes or specific topics that come up a lot from the 10,000 inquiries that the library received last month, staff responded the inquiries range across a large range of questions and more information will be provided to better show the breakdown in forthcoming reports.

6. Board – Items for Decision and/or Discussion

(a) Risk Management and Library Update

A board member inquired about whose responsibility it is to maintain the exterior of library. Staff indicated that it is the City's responsibility but that the library coordinates with the City as needed.

The board discussed suggestions to staff about re-organizing the Risk Management document and recategorizing risks into operational, liability and reputational. There was a further suggestion to highlight for Board which risks carry higher liability in order to focus on mitigating those risks.

The board inquired about who initiates the inspection for the MIABC report, how often this is done and if it is for all branches. Staff noted that it was initiated by the City of Richmond and that it is not an annual event. Staff will check with the City to find out if there is a schedule for inspections. Staff noted that the inspections included the Brighthouse library, but it is a City of Richmond report.

7. **Standing Items**

(a) Roundtable Discussion

A Board member shared that there will be a selection committee created to select artists to create murals for the Richmond Community Centre Annex. D. Hui will be participating on this committee representing the library.

(b) Steveston Community Centre and Library

It was reported that the library is waiting for design concepts and renderings for the interior of the library. The Board discussed the library design concepts and staff indicated that they will look into having HDR (architects) attend a future Board Meeting and present to the Board the concepts and the spatial synergies between the library and the community centre.

S. Merhi, who has been representing the library on the Public Art Selection Committee for this project, noted that an artist for the exterior plaza Public Art piece has been selected and the art concept will be shared when the announcement has been made public.

(c) InterLINK Report

No update.

(d) Finance Committee

No update.

(e) Fund Development Committee

No update.

(f) Governance Committee

No update.

(g) Strategic Planning Committee

It was reported that the past two months have been busy and that the Committee is close to completing the selection process. It is expected that the SPC will be able to share more information with the board in July.

8. **Chief Librarian's Report**

It was reported that on June 22, 2023, MLA Henry Yao visited Richmond Public Library, together with MLA Harwinder Sandhu, MLA Susie Chant, MLA Hon. Sheila Malcolmson, MLA Hon. Dan Coulter and MLA Hon. Grace Lore. This coincided with the first week of Summer Reading Club and staff demonstrating a variety of technology available in our Launchpad, so there was lots of activity in the library. S. Walters expressed her appreciation to staff for highlighting the benefits of our Community Pop Ups, Launchpad technology, various lendable kits including the new sensory kits, the Tech Buddy Program, and the impact of our early literacy programs. Our guests left visibly energized and excited about libraries. The board inquired about how much notice was provided to the library about the MLA visit. It was indicated that just over a week of notice was provided.

On June 12, 2023 BC Library partners presented to the BC Select Standing Committee on Finance and Government Services. The unified ask to the Province is to permanently increase annual funding for public libraries to \$30 million in 2024 and commit to inflationary adjustments annually. The presentations were received well and we look forward to seeing the Finance Committee recommendations in the fall. The partners are now working with the consultant on next steps which includes providing information to library trustees and staff on how they can support the message from the ask. Transcripts of the presentation will be shared via email with the board.

Renovations to the entrance of the Brighthouse branch which were to start in May have been delayed. Staff are waiting on a firm start date, but we anticipate this work will begin in August. The furniture order has been placed as we understand due to supply and demand constraints it could take up to four months to arrive.

The NewToBC celebration was held recently at the Vancouver Public Library. There were 150 people in attendance, including Ying Zhang, the staff lead on this program. Ying has championed this newcomer program and built strong relationships with Richmond participants, something that was evident in the connection she had with our library champions attending this event. There were past and present Champions at the event, even some from the very first cohort 10 years ago. This event is a fabulous opportunity to hear the stories and impact this program has had for newcomers to BC and Board Trustees are highly encouraged to participate in the next event.

Summer Reading Club kicked off last Wednesday with 1,400 children registering in the first week. This Province-wide program supports keeping kids reading over the summer and is made possible with funding from the Province, BCLA, CUPE BC and RBC. In response to a question from the board, staff shared that the Summer Reading Club finale will be on Sunday, September 10, 2023.

9. Operations

(a) Collections and Customer Service Delivery

No inquiries.

(b) Community Development and Service Design

No inquiries.

(c) Innovation and Learning Development

No inquiries.

(d) Information Technology Operations

No inquiries.

10. Items Included for Information

(a) Cooling and Clean Air Centres

Staff provided a reminder that the library is a designated cooling centre. The trigger point to become a cooling centre is temperatures of 29°C during the day and have a low of 16°C overnight two days in a row. We are at a Level 2 activation as we can be a regular cooling centre Monday to Friday during our regular opening hours and are only triggered to open longer on Saturday and Sundays from 5:15pm to 9:15pm. When activated after regular hours, the program is supported by staff and volunteers. Staff have received orientation from fire and rescue.

In response to a Board inquiry about when is provincial funding triggered, it was confirmed that it is

on day three of the higher temperatures that provincial funding is triggered. The board noted that setting up and maintaining the cooling centres sounds like it can be an onerous operational challenge due to changing weather forecasts and encouraged staff to simplify processes where possible. The board inquired if there were any specific challenges last year in terms of staffing and staff indicated that there were no major issues last year. Last year there were 11 staff who volunteered to be on the cooling centre staff list, this year there are currently 9 staff who are ready to support the program.

(b) Annual Report Presentation to City Council, July 10, 2023

Copies of the annual report were provided to the board. It was confirmed that the Board Chair and Chief Librarian will be presenting the library's 2022 Annual Report to the Community to City Council. The video that will be shared during the City Council presentation was played for the board.

(c) Ironwood Library Update

No inquiries.

(d) Phishing Emails Updates

The Board discussed the expansiveness of phishing emails and how other municipalities have been affected.

11. Other Business

The library had received requests to share the following events with the Board of Trustees:

- Richmond MLAs Kelly Greene, Henry Yao and Aman Singh are hosting the first ever Richmond Pride and Inclusion Walk on July 29, 2023, and Board of Trustees and staff are invited to attend. A link will be shared as an RSVP is requested to attend the event.
- CUPE 718 will be hosting a BBQ on July 11, 2023 at the Brighthouse Neighbourhood Park, and Board of Trustees and staff are invited to attend.

Next Meeting

The next Regular Board meeting is scheduled for **Wednesday, July 26, 2023 at 5:30 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:39pm.

Closed meeting to follow.

CHAIR



CHIEF LIBRARIAN

