Richmond Public Library

REGULAR BOARD MEETING MINUTES

WEDNESDAY, MARCH 25, 2025
5:30PM - 7:30PM
Brighouse Library Board Room

Board Present:
Denise Hui, Chair
Jennifer Gervès-Keen, Vice Chair
Councillor Michael Wolfe (virtual)
Sherine Merhi
Jacqueline Morrison
Angeline Singh
Angelica Victoria (virtual)

Susan Walters, Chief Librarian and Secretary to the Board

Regrets: Gina Mahil and Bryan Tisdall

Staff Present:
Anne Bechard
Charles Leung
Eva Yu
Kevin Samara
Mark Dawson
Shaneena Rahman

Friends of the Library:
Bonnie Walker

Guests:
None

Call to Order and Welcome
The meeting was called to order at 5:32pm. The welcome was provided by A. Victoria.

2. **Approval of Agenda**
MOVED: THAT the agenda be approved as presented.
S. Merhi/J. Gervès-Keen.............CARRIED

3. **Business Section**
(a) Approval of Meeting Minutes
MOVED: THAT the minutes of the regular meeting of February 25, 2026, be approved.
A. Singh/S. Merhi.............CARRIED

(b) Business Arising
None.

(c) Correspondence
Correspondence was received on February 24, 2026, from the Richmond Community Foundation regarding the library's 2025 Fund Statement and again on March 9, 2026, to inform the Library Board of the changes to the operations and governance agreement between the Foundation and Richmond Cares, Richmond Gives.

4. **Presentations**
No presentation this month. April's meeting will include a presentation on the Community Connectors program.

5. **Community**
(a) Councillor's Report
Councillor Wolfe shared updates from Council and Committee meetings, noting that at the Parks, Recreation and Cultural Services meeting the Arts Services Year in Review video was shared.

Councillor Wolfe's internet connection was unreliable so the Chair moved the meeting forward.

(b) Friends of the Library (FOL) Report
B. Walker shared that although only a couple of the expected volunteers were present to help with setup of the event, the Whale of a Booksale at the Thompson Community Centre was a success and raised over $10,000.00. She also noted that daily FOL bookstore sales continue to be steady.

B. Walker left the meeting at 5:45pm.

6. Board – Items for Decision and/or Discussion

(a) Finance Committee Executive Summary
The Board reviewed the Audit Findings Report, Audited Financial Statements and Financial Statements.

MOVED: THAT the Richmond Public Library Board approve the 2025 Financial Statements as presented, and that staff be directed to complete the report to the City of Richmond Finance and Audit Committee.

A. Singh/S. Merhi.............CARRIED

(b) Board Calendar and Work Plan Workshop
D. Hui provided an update on the workshop with S. Walters providing a follow-up summary report on the rationale, process and outcomes desired in undertaking a facilities master plan. The Board noted the importance of seeking input from community members that may not engage with the usual survey tools.

M. Dawson updated the Board on opportunities to maximize the reach of RPL social media engagement.

MOVED: THAT the Richmond Public Library Board endorse the development of a Facilities Master Plan and authorize staff to proceed with the necessary procurement activities.

J. Morrison/J. Gervès-Keen.......CARRIED

7. Standing Items

(a) Roundtable and Advocacy Discussion
Trustees shared appreciation for the Messy Cities Community Conversation program, suggesting the speaker would be ideal for a Board and staff workshop; noted the value of the library for newcomers that visit daily, attending programs with their children, coming to job search programs, and learning about their new home; and shared that advocacy opportunities can present in the most unexpected places (Whistler gondola ride).

(b) Steveston Community Centre and Library
S. Rahman provided an update.

(c) InterLINK Report
None.

(d) Finance Committee
See 6.0a.

(e) <u>Advocacy/Fund Development Committee</u>
J. Morrison noted that the committee met and are working on a letter to donors as well as changes to the donation website.

(f) <u>Governance Committee</u>
A. Singh noted that the FDC's next meeting is scheduled for May 5 and that recommendations and the revised Terms of Reference from the Fund Development/Advocacy Committee have been received and will be reviewed shortly.

8. <u>Chief Librarian's Report</u>
S. Walters provided an update on a potential donation and referenced the Collection Development Strategy as well as the Board's Fund Development Policy B-GOV-02.4, a recent request for reconsideration and the City of Richmond's Community Wellness Strategy.

9. <u>Operations</u>
(a) <u>Library Operations Highlights Report</u>
The board noted appreciation for the LaunchLabs initiative in ensuring hands on technology is always available in the Launchpad for community to explore and learn about. Appreciation was also shared for the format of this report which was revised in the fall of 2025.

10. <u>Items Included for Information</u>
(a) Trustees were reminded of three upcoming events. S. Merhi and A. Victoria (tentative) will represent the Library Board at the Volunteer Appreciation Event on April 21. J. Gervès-Keen and J. Morrison will participate in the adjudication of the Very Short Story Contest and Awards Presentation on May 5. J. Gervès-Keen plans to attend the Writer-in-Residence launch.

D. Hui also requested trustee participation in adjudicating at the Heritage Fair on May 8. Interested trustees who are available during the day are to follow up directly with her.

11. <u>Other Business</u>
None.

Councillor Wolfe left the meeting at 7:00pm.

<u>Next Meeting</u>
The next Regular Board meeting is scheduled for **April 29, 2026, 5:30pm.**

<u>Adjournment</u>
There being no further business, the Chair declared the meeting adjourned at 7:06pm

CHAIR______________________

CHIEF LIBRARIAN S.Walters.______________________