Richmond Public Library

REGULAR BOARD MEETING MINUTES

WEDNESDAY, NOVEMBER 26, 2025
5:30PM - 7:30PM
Brighouse Library Board Room

Board Present:
Denise Hui, Chair
Ashley Sandhu, Vice Chair
Councillor Alexa Loo
Caty Liu
Sherine Merhi
Jacqueline Morrison
Jennifer Gervès-Keen
Angeline Singh
Angelica Victoria (Virtual)

Susan Walters, Chief Librarian and Secretary to the Board

Regrets: Councillor Michael Wolfe

Staff Present:
Charles Leung
Eva Yu
Kevin Samara
Mark Dawson
Rafael Abramoff
Shaneena Rahman

Friends of the Library:
Bonnie Walker

Guests:
None

Call to Order
The meeting was called to order at 5:37pm.

1. **Welcome**
   The welcome was provided by A. Singh.

2. **Approval of Agenda**
   MOVED: THAT the agenda be approved as presented.

   J. Gervès-Keen/A. Singh..............CARRIED

3. **Business Section**
   (a) Approval of Meeting Minutes
   MOVED: THAT the minutes of the regular meeting of October 29, 2025, be approved.

   A. Sandhu/C. Liu..............CARRIED

   (b) Business Arising
   None.

   (c) Correspondence
   Correspondence was received on November 12, 2025, from the City Clerks Office, City of Richmond, notifying the Board Chair that Councillor Michael Wolfe has been appointed as the Council Liaison to the Library Board with Councillor Alexa Loo appointed as the Alternate Council Liaison. These appointments are for 12 months.

A. Victoria joined the meeting at 5:43pm.

4. **Presentations**
   (a) New Website
   K.M. Leung provided a brief background to the website project and with the desktop and mobile versions in parallel, provided the Library Board with a demonstration of the most popular features. Staff will have time to familiarize themselves with the website before it launches to the public in mid-December.

   The Board noted their appreciation for the new website and shared feedback for consideration in regards to possible icons for accessibility, donations and translation; a prominent feedback link for community; and a welcome banner to highlight new site.

5. **Community**
   (a) Councillor's Report
   Councillor Loo shared updates from Council and Committee meetings, highlighting that the Official Community Plan 2050 (OCP) was passed by Council at their December 8 meeting. The OCP will guide development and key projects for the next ten years and beyond.

   (b) Friends of the Library (FOL) Report
   B. Blair noted the Annual General Meeting was a success with the Friends selecting wish list items totalling $46,000.00. The Friends enjoyed a tour of the Launchpad and learning about two book collections that their donation funded in 2025.

   The executive is considering opening the FOL Bookstore one evening a week based on demand and it was also noted that the mini-sales at the Cambie library continue to be successful.

B. Blair left the meeting at 6:25pm.

6. **Board – Items for Decision and/or Discussion**
   (a) 2026 Operating and Capital Budget Report
   E. Yu updated the Library Board on the one change to the report, noting that the ongoing request for capital funding for physical collections has been reduced to one-time funding of $100,000.00 for 2026.

   MOVED: THAT the Richmond Public Library Board approves the 2026 Operating and Capital Budgets go forward to City Council for approval.

   A. Singh/J. Gervès-Keen...........CARRIED

   (b) KPMG Audit Planning Report for the year ending December 31, 2025
   Report was received for information.

7. **Items**
   (a) Roundtable Discussion
   The board shared that Vantage Point's Advocacy Fundamentals workshop highlighted the importance of governmental relations for library boards. S. Merhi and J. Morrison will share the slides.

   (b) Steveston Community Centre and Library
   S. Rahman shared that the temporary Easthope location will open to the public the week of December 8. The team has been focused on reusing materials to support circular economy initiatives.

(c) InterLINK Report
S. Merhi shared that the Board approved a new governance structure that will reduce the size of the Board and participation at meetings, but still maintain the intent to have means for representation from libraries of all sizes in the InterLINK Federation. InterLINK initiatives of note include Misinformation/Disinformation training and investigating the possibilities of shared legal resources.

(d) Finance Committee
See 6.0a.

(e) Fund Development Committee
No update.

(f) Governance Committee
The Committee Chair noted that a draft Intellectual Freedom Policy will be shared with the Library Board in December via the RPL Board Hub for review. The intent is to finalize the policy for consideration and adoption at the January 28 meeting.

8. Chief Librarian's Report

S. Walters shared that the Chief Librarian's annual thank you letter to the community will be emailed to all library cardholders in December.

The ACC and DCC open houses/public consultation sessions with developers begin November 27. The ACCs (amenity cost charges) would support amenity facility development which could include new libraries in the City Centre, Hamilton, Cambie and Ironwood neighbourhoods.

The Brighouse renovation team had their first meeting with demolition expected to begin in January. The IT/Marketing workroom and the Administration workroom will be closed to staff during construction which is expected to take until April.

The Library's 2026 Operating and Capital budgets will be presented to the Finance Committee on Monday, December 1.

9. Operations

(a) Library Operations Highlights Report
It was noted that the RPL To Go Van is temporarily out of service for repairs. The board noted the reference to AI authored books, acknowledging that while there are challenges with navigating this new technology there are also numerous benefits. The role of libraries will be to harness the possibilities and to help their staff and communities develop critical thinking skills to make the best use of AI. The book *Empire of AI* by Karen Hao was recommended.

(b) Public Library Leaders (PLL) Program Report
E. Yu provided an update on the PLL program following a site visit to Hamilton Public Library. Of note is the networking that the program supports and the instructional sessions specifically tailored for leaders in the library sector.

10. Items Included for Information

(a) D. Hui encouraged interested trustees to connect with her regarding roles on the Board Executive as elections will be held at the start of the January 2026 meeting.

11. Other Business

(a) On behalf of the Library Board and staff, D. Hui shared appreciation for C. Liu who is leaving the board after 8 full years of trustee service. D. Hui also shared appreciation for A. Sandhu for her 2 years of service on the Library Board. Outgoing trustees received flowers in appreciation.

Next Meeting

The next Regular Board meeting is scheduled for **January 28, 2026, 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:30pm.

CHAIR____________________

CHIEF LIBRARIAN____________________