
Wednesday, September 27, 2017

5:30 p.m. to 7:30 p.m.

Administration Boardroom

1. Closed Meeting
2. Call To Order
3. Approval of Agenda

EDUCATION SESSION:

4. (a) Board Education Session List of Topics Attached
- (b) Social Media Strategy and Other Library Public Communications
(*Stephanie Vokey*)
- (i) Cover Report Attached
- (ii) Education Session Material Attached

BUSINESS SECTION:

5. Approval of Meeting Minutes
- (a) Regular Meeting Minutes of July 26, 2017 Attached
6. Business Arising
None
7. Correspondence
- (a) Letters dated July 26 to Minister and Deputy Minister of Education Attached
- (b) Letter dated August 16, 2017 from Minister Rob Fleming Attached

COMMUNITY:

8. Report from Councillor
9. Report from Friends of the Library (*Betsy Blair*)
10. Summary of Customer Comments Attached

BOARD:

11. Items For Decision and/or Discussion
- (a) 2017 Budget Amendment Attached

Suggested Motion:

That the Board approve the following 2017 budget amendments:

- a) the 2017 collection budget of \$1,274,400 be reduced by \$250,000 for Overdrive expenditures and by \$117,000 for Hoopla expenditures to \$907,400, and
- b) the 2017 subscription budget of \$184,600 be increased by \$213,800 for Overdrive amortization and \$117,000 for Hoopla expenses to \$515,400.

- (b) 2018 Draft Budget Attached

Suggested Motion:

That the 2018 Draft Operating Budget be approved as presented for submission to the City of Richmond.

- (c) 2018 Budget Amendment Attached

Suggested Motion:

That the Board approve the following 2018 budget amendments:

- c) the 2018 collection budget of \$1,274,400 be reduced by \$250,000 for Overdrive expenditures and by \$132,000 for Hoopla expenditures to \$892,400, and
- d) the 2018 subscription budget of \$188,600 be increased by \$245,700 for Overdrive amortization and \$132,000 for Hoopla expenses to \$566,300.

- (d) 2018 Library Board Appointments

- i. Schedule Attached
- ii. Current Board Membership List Including Last Possible Appointment Date Attached
- iii. Trustee Recruitment Policy Attached
- iv. Trustee Competencies Attached
- v. Recruitment Committee Possible Interview Dates Attached
- vi. 2018 Recruitment Package Attached

INTERLINK:

12. InterLINK Report (*Jordan Oye*)

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION:

13. BCLTA Report (*Arseniy Shchedrinskiy*)
(a) September Bulletin Attached

STAFF REPORTS:

14. Chief Librarian Report
15. Staff Reports with Brief Presentation
(a) Summer Reading (*Lee Anne Smith and Melanie Au*) Attached
(b) Library Card Campaign (*Shaneena Rahman*) Attached
16. Staff Reports
(a) Adult Programming (*Lee Anne Smith*) Attached
(b) Circulation and Merchandising (*Serena Griffin*) Attached
(c) Collections (*Shaneena Rahman*) Attached
(d) Community Services (*Anne Bechard*) Attached
(e) Digital Services (*Cindy Ho*) Attached
(f) Information Services (*Ping He*) Attached
(g) Information Technology (*Allen Chi*) Attached
(h) Marketing (*Stephanie Vokey*) Attached
(i) Social Media Activity – June 30 to August 31 (*Stephanie Vokey*) Attached
(j) Multicultural and Chinese Community Services (*Wendy Jang*) Attached

ITEMS FOR INFORMATION:

17. Staff Recognition event – (2:30 today)
18. Invitations: Attached
- Photo for Orange Shirt Day – after today’s meeting
 - Writer-in-Residence Kick-Off Saturday, September 30
 - Civic Appreciation – October 12

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- Daniel Burrus Lecture – October 25
 - Richmond Chinese Community Society Dinner – October 28
 - Friends of the Library AGM – November 18
 - Richmond Cares, Richmond Gives Christmas Fund Stuff a Police Cruiser – November 18
 - Citizenship Ceremony – Thursday, November 30
 - Staff Christmas Party – Saturday, December 2 or 9
 - PLA Conference 2018

19. Board Calendar and Work Plan

Attached

OTHER BUSINESS

ADJOURNMENT

NEXT MEETING

**Regular Meeting
Wednesday, October 25
5:30 to 7:30 pm**

**Regular Meeting
Wednesday, November 29
5:30 to 7:30 pm**