

# **RICHMOND PUBLIC LIBRARY BOARD**

Wednesday, April 3, 2013

Regular Meeting 5:30 pm to 7:30 pm

Administration Boardroom

## **A G E N D A**

Meeting guests:

KPMG Representatives:

Archie Johnson, National Industry Leader, Public Sector

C. J. James, Partner, Audit

Becky Hui, Senior Manager

City of Richmond Finance Department:

Jerry Chong, Director, Finance

Cindy Gilfillan, Manager, Financial Reporting

### **BUSINESS SECTION:**

1. Call To Order
2. Approval of Agenda
3. Approval of Meeting Minutes
  - (a) Regular Meeting Minutes of February 21, 2013 Attached
  - (b) Closed Meeting Minutes of March 6, 2013 Enclosed
4. Business Arising  
None
5. Correspondence
  - (a) Letter dated February 19, 2013 to Richmond Community Foundation re: investment of disbursement and receipt of investment in Richmond Public Library Permanent Agency Fund Attached
  - (b) Letter dated February 22, 2013 from Libraries and Literacy re: provincial support for 2013 Attached
6. Presentation of Financial Statements:
  - (a) Audit Finding Letter Attached
    - i. Appendix I – Independence Letter Attached
    - ii. Appendix II – Management Representation Letter Attached
  - (b) Draft Financial Statements Attached

### **RECOMMENDED MOTION**

*That the Richmond Public Library Board approve the 2012 Financial Statements as presented.*

**EDUCATION SESSION:**

7. Outline of Educational Session Topics Attached  
(a) Roles of City Finance Department, Library Management, Library Board and Auditors in providing financial management and oversight of library  
(*City Finance Staff*)

**COMMUNITY:**

8. Report from Councillor Barnes  
9. Report from Friends of the Library (*Debby Newton*)

**STAFF OPERATIONS:**

10. Program Reports Attached  
(a) Chinese New Year Celebration: Year of the Snake  
11. Project Reports Attached  
(a) Library Board Blog Migration Attached  
(b) Initiation of Space Survey  
12. Customer Comment Forms On Table  
(a) Summary of comments Attached

**INTERLINK:**

13. InterLINK Report (*Mark Bostwick*) Attached  
(a) Urban Library Settlement Partnership

**BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION:**

14. BCLTA Report (*Peter Kafka*) Attached  
(a) Letter dated March 22, 2013 from BCLTA congratulating Peter on chairmanship

**BOARD:**

15. Items For Decision and/or Discussion Attached  
(a) Strategic Plan 2011-2014 Progress Report Attached  
(b) Long Range and Strategic Planning Update Attached  
i. Status Report # 4 Attached  
ii. Update To Mayor and Council Attached  
iii. Upcoming All Staff Session and Staff Survey Attached  
(c) Board Attendance at Upcoming Conferences Attached  
16. Items for Information Attached  
(a) Electronic edition of *Feliciter* – posted on Board Blog when available.  
(b) Calendar and Work Plan  
17. Other Business  
18. Date of Next Meeting:  
**Wednesday, April 24, 2013**  
**5:30 to 7:30 pm**  
19. Adjournment