

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, January 27, 2010

Present: Lyn Greenhill, Chair until item 12 (e)
Arlene Yoshikawa, Vice Chair until item 12(e)

Arlene Yoshikawa, Chair after item 12(e)
Pat Watson, Vice Chair after item 12(e)
Councillor Linda Barnes
Mark Bostwick
Lyn Greenhill
Dulce Cuenca
Peter Kafka
Simon Tang
Sanjiv Khangura

Greg Buss, Chief Librarian and Secretary to the Board

The Board recognized Linda Reid, MLA and Deputy Speaker for her support of Richmond Public Library.

Lyn introduced our new trustees, Sanjiv Khangura and Simon Tang.

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of items 7, 11(g), 11(h) and 12(d) on table.

WATSON/BOSTWICK.....CARRIED

3. Approval of Minutes of November 25, 2009

MOVED: That the minutes of the Regular Board Meeting of November 25, 2009 be approved as presented.

YOSHIKAWA/CUENCA.....CARRIED

4. Business Arising

(a) A report of outstanding items to be brought forward was included for information.

5. Correspondence

- (a) Letters dated November 24, 2009 appointing Sanjiv Khangura and Simon Tang for two year terms were included for information.
- (b) Letters dated November 24, 2009 appointing Mark Bostwick, Dulce Cuenca and Peter Kafka for two year terms were included for information.
- (c) Letter dated December 15, 2009 appointing Councillor Linda Barnes as Council Liaison and Councillor Derek Dang as alternate were included for information.
- (d) Letters dated December 15, 2009 thanking Albert Beh and Leslie Wilson for their service were included for information.

MOVED: That the correspondence be received.

BOSTWICK/WATSON.....CARRIED

COMMUNITY7. Friends of the Library

A letter from Friends of the Library dated January 26, 2010 detailing our Wish List items approved at their Annual General Meeting was included on table for information.

Betsy Blair presented a cheque for \$21,000 from the Friends of the Library, which Lyn accepted with gratitude.

8. InterLINK Report

- (a) A summary of November 24, 2009 Board Meeting was included for information.
- (b) A letter dated December 21, 2009 to InterLINK supporting the 2010 Operating Budget was included for information.
- (c) A letter dated January 4, 2010 from InterLINK re: appointment of trustee liaisons was included for information.

Arlene reported that at the January 26th meeting InterLINK re-elected the existing Chair, Vice Chair and Treasurer, and appointed committee members. They also approved the operating budget. Their final budget will be included in our March 2010 package.

MOVED: That the Richmond Public Library Board appoint Mark Bostwick as representative on the InterLINK Board.

YOSHIKAWA/KAFKA.....CARRIED

MOVED: That the Richmond Public Library Board appoint Peter Kafka as alternate on the InterLINK Board.

YOSHIKAWA/BOSTWICK.....CARRIED

Arlene reported that InterLINK asked if library boards have a policy for succession planning for boards. We have criteria we can share with InterLINK, but no Board policy on that subject.

The board discussed funding for Trustee Orientation Program (TOP) in detail. Arlene reported that BCLTA will ask InterLINK to support TOP sessions.

MOVED: That the Richmond Public Library Board support member libraries paying for TOP training.

KAFKA/BOSTWICK.....

Discussion ensued.

The motion was amended to:

MOVED: That the Richmond Public Library Board support considering a cost sharing approach for smaller libraries to pay for TOP training.

KAFKA/BOSTWICKCARRIED

Mark Bostwick will attend the March InterLINK meeting to present our motion.

9. British Columbia Library Trustees Association Report

(a) A media release from BCLTA, BCLA and ABCPLD announcing the website www.bclibrarieschangelives.ca was included for information.

Arlene reported that conference planning is continuing and the website is open for registrations. The BCLTA AGM will include Board elections. Arlene asked the Board if there were any special resolutions they would like to bring forward to the AGM. None were noted at the meeting. Arlene will notify the Board regarding the deadline for submission of special resolutions.

10. Customer Comment Forms

Lyn noted that the customer comment forms were on the table for review.

(a) Summary of Comments

The summary of comments is included in the Board package for information.

Peter asked for clarification on the privacy of Holds. Greg responded that titles are not visible due to the way we process holds, and that we have had no customer complaints. However, discussion of broader privacy issues and Board policy would be a valuable discussion and will be added to the list of items for discussion at a later date and scheduled when possible.

BOARD

11. Activities

- (a) The Staff Recognition Event on December 2, 2009 was attended by Lyn, Pat and Mark in the staff room of Brighthouse Branch, at which 24 staff were recognized for reaching long service and anniversary milestones.
- (b) Donation Ceremony for Filipiniana Collection
 - (i) A press release regarding the \$12,200 donation event was included for information.
 - (ii) A cutting from the *Vancouver Sun* dated December 28, 2009 was included for information.
Lyn and Greg and Wendy Jang attended the donation event. Lyn thanked Dulce Cuenca for making the connection with Scotiabank's Filipino community. Dulce thanked Wendy for her work in getting the collection to the library.
- (c) New Trustee Orientations
 - (i) Sanjiv and Simon attended their first orientation on January 13th. Further orientations and branch visits will be scheduled as soon as possible.
 - (ii) Sanjiv and Simon are registered for TOP sessions on March 20th.
- (d) Lyn reminded the Board of Richmond Chinese Community Society's dinner to celebrate the Year of the Tiger, which takes place on Wednesday, March 10th. As in the past the Library would purchase tickets for the event.

MOVED: That the Richmond Public Library Board endorse purchase of up to ten tickets for the Richmond Chinese Community Society's networking dinner and extend an invitation to Board members.

WATSON/CUENCA.....CARRIED

- (e) An update of the Board directory was enclosed for information.
- (f) The latest issue of the *Feliciter* was enclosed for information.
- (g) An updated calendar was presented on table and the work plan was included for information.
- (h) A list of all conference attendees to date was included on table for information.

MOVED: That the Richmond Public Library send the two listed trustees to the BCLA/BCLTA conference in April 2010.

WATSON/BOSTWICK.....CARRIED

The Board discussed the upcoming PLA conference. Dulce will confirm her ability to attend in early February. No other Trustees indicated an availability for this conference. Lyn Greenhill indicated that she would like to attend, but Board policy 3.5.1 states that "a trustee cannot attend any provincial, national or international conference in their final year as a trustee unless approved by the Board." As this is Lyn's last year, approval of the Board is required.

MOVED: That the Richmond Public Library send Lyn Greenhill to the 2010 PLA conference.

YOSHIKAWA/KAFKACARRIED

MOVED: That the Richmond Public Library send up to two Trustees to the PLA conference in March 2010.

YOSHIKAWA/KAFKA.....CARRIED

12. Governance

- (a) While the InterLINK representative and alternate were appointed at this meeting, appointments to Library Board Committees was deferred to the March meeting.
 - (i) A listing of 2009 Committee members and representatives was included for information.

Councillor Barnes joined the meeting at 8:05 pm

6. Report from Councillor Barnes

Councillor Linda Barnes reported on the Community Wellness Strategy endorsed at the January 26th Parks and Recreation meeting. This strategy may be of interest to us, as we are mentioned in the report as a community stakeholder. The 2010 budget process is nearing the end but has not yet been completed.

12. Governance

- (b) A summary of the 2009 Board and Trustee Self Evaluation Survey Report was provided for information. The Board discussed the report and will review items where disagree/unsure answers had more than one respondent. Lyn will keep the Board informed of Volunteer Richmond training events.
- (c) Richmond Community Foundation Agreement
 - (i) Comments from city legal council were provided for information.
 - (ii) Revised agreement incorporating those comments was provided for information.

MOVED: That the Chair of the Richmond Public Library Board endorse the agreement with the Richmond Community Foundation.

YOSHIKAWA/BOSTWICK.....CARRIED

MOVED: That the Richmond Public Library Board invest \$12,500 as an initial contribution, with \$7,500 coming from Vancouver Foundation interest and \$5,000 coming from a Friends of the Library donation.

BOSTWICK/WATSON.....CARRIED

- (d) An email from the Richmond Chinese School Foundation was included for information, and further information was provided on table. The additional notes indicate strategy for a presentation to the Foundation directors planned for early February which will include Lyn, Greg and Wendy Jang.
- (e) Election of Chair and Vice Chair. Lyn passed the chair to Greg Buss, who called for nominations for Chair. Arlene Yoshikawa was nominated and accepted the nomination. Greg called twice for further nominations. As no additional nominations were presented, Arlene was acclaimed as Chair. Greg returned the chair to Arlene.

Arlene called for nominations for Vice Chair. Pat Watson was nominated and accepted the nomination. Arlene called twice for further nominations. As no additional nominations were presented, Pat was acclaimed as Vice Chair.

Arlene thanked Lyn for her contributions as Chair for the past two years.

STAFF OPERATIONS

13. **Monthly Statistics**

Recent statistics were presented for information.

14. **O Zone Planning**

- (a) A description of the International Living Room was provided for information.
- (b) The last planning report was provided for information. Greg reported that parking restrictions have started and late fees are being forgiven. Closures for security reasons will take place February 8th and 9th for the Torch Relay celebration and Monday to Friday during the games for O Zone site preparation. Staff will have accreditation badges allowing them to remain on site. Greg outlined the several activities and events scheduled in Brighthouse including the International Living Room programs and the Coach exhibit. Branches will host Ralph photo opportunities, see additions to their collections and be the main source of quiet study space.

All Trustees were encouraged to take part in events in the O Zone, and advised to make alternate transportation plans due to the parking restrictions.

15. Automated Sorting RFP Update

A memo dated January 20, 2010 from Mark Ellis, Manager of Information Technology was included for information. A decision regarding the vendor will be made shortly.

16. CNIB Media Campaign

(a) An email dated January 19, 2010 regarding the CNIB media advisory was included for information.

(b) A letter to Minister MacDiarmid dated January 15, 2010 from the Chief Librarians of Surrey and Vancouver Public Libraries was included for information.

17. Other Business

As this was the day Apple announced their newest product, the iPad, Pat asked that we review the impact of eBook readers later this year.

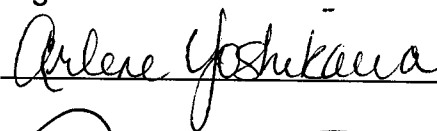
18. Date of Next meeting

The next meeting is **Wednesday, March 31, 2010 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:45 p.m. and moved to a Closed meeting.

CHAIR



CHIEF LIBRARIAN

