

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, May 29, 2013

Present: Peter Kafka, Chair
Simon Tang, Vice Chair
Councillor Linda Barnes
Mark Bostwick
Diane Cousar (arrived at 6:10)
Dulce Cuenca
Susan Koch
Pat Watson

Susan Walters, Deputy Chief Librarian

Absent: Sanjiv Khangura
Greg Buss, Chief Librarian and Secretary to the Board

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 5:30pm.

2. Approval of Agenda

Item 6, 10 and 8 will be moved up to follow the agenda.

MOVED: That the agenda be approved as amended.

.....CARRIED

6. Educational Session

An outline of educational topics was included for information.

(a) Melanie Au introduced Helen Davidson from Richmond Children First, who presented information on the Richmond Children's Charter.

The Charter has been endorsed by the City of Richmond Council and Richmond Children First are now asking that the Library Board also endorse it. The Board asked if other municipalities have endorsed the Charter, and Helen informed them that several communities have, including North Vancouver, Kamloops, Powel River, Duncan and Vernon. The Board asked

what the role of the library would be, and Helen indicated that as we already work closely with kids and their families our services are already a good fit. The Board asked how we could look for more depth, and Susan noted that library staff are assessing services to expand in areas where we are not doing as much as we could.

MOVED: That the Richmond Public Library endorse the Richmond Children's Charter.

WATSON/BOSTWICK.....CARRIED

10. Project Reports

(a) Wireless Network Upgrade.

- i. A project report was included for information.
- ii. WIFI Service Activation in City Facilities and Richmond Public Library

Mark Ellis, Manager of Information Technology, introduced Eddie Hung, the Manager, Enterprise Application Development, City of Richmond Information Technology Department. Mark noted that the recent WIFI improvement is our third wireless network, the library having outgrown the previous two. Receiving the grant from the Community Infrastructure Improvement Fund resulted in a network four times larger than our first. Mark informed the Board that assistance from the City's IT Department was instrumental in meeting the ambitious installation schedule.

Eddie Hung reported that he was happy to work with the library and hopes that a future expansion of the WIFI network can provide even better service to our community.

The Board noted that our example of how libraries can work closely with their municipalities is important to share. Our relationship with our municipality can be a model for other libraries and the improved WIFI service is a good example of a service that meets a real need for our community.

The Board asked how long the current network can last, and Mark suggested three to five years based on rapid technology changes. With over 700 logins per day and over 300 concurrent logins, the WIFI service is already being well used. Mark confirmed capacity as well over 1,000. There are 67 connection points providing better coverage, and each has a maximum of 80 users. Adding internet capacity will assist in increasing speed of WIFI service as well. Internet speed will improve if we are able to connect with BC Net.

The Board suggested a joint City/Library press release announcing the improved WIFI service and demonstrating the success of this model of collaboration between a municipality and their public library. This would have to be done in conjunction with Community Infrastructure Improvement Fund (CIIF) as they are in charge of all communication relating to the project.

(Diane arrived at 6:10)

8. Report from Friends of the Library

Debby Newton reported that the Whale of a Sale in April was a huge success and they are optimistic that future sales for the next few years will be as good. The quality of donations has improved and they believe this may be due to people converting to ebooks and cleaning out their personal libraries. Many donations are in excellent condition.

The Board asked for a press release to raise awareness that books donated to the Friends are recycled and sold to raise funds for the library, not pulped. Donations from this community are used and sold in this community.

3. Approval of Minutes

MOVED: That the minutes of the special meeting of April 24, 2013 be approved as presented.

TANG/CUENCA.....CARRIED

4. Business Arising

None.

5. Correspondence

- (a) A letter from Richmond Community Foundation regarding a donation from Kronier & Sparrow was included for information.
- (b) A letter to Richmond Community Foundation to acknowledge the donation was included for information.
- (c) A letter to Kronier & Sparrow to acknowledge the donation was included for information.

An appreciation event for this and other recent large donations will be planned.

7. Report from Councillor Barnes

Linda noted that tax assessments have been sent out. The City is hosting planning for the Garden City Lands this weekend. Linda gave the Chair a copy of the Healthy Richmond 2012 final report and noted that the Fraser Valley Regional Library is reviewing their funding formula, which may be of interest to this Board.

9. Program Reports

- (a) The 2012 Report of Activities to the Richmond Chinese School Foundation was included.
- (b) A report on the upcoming Library Summer Camp was included. Melanie Au reported that this is a pilot project running in two sessions for July and August. We are also planning a Spring Break Camp next year. Registration for this free camp opened on May 17th and has nearly reached capacity. 323 children are registered as of May 29th.

The Board asked for the budget for Summer Camp. Susan reported that books come from our collections budget, supplies from our programming budget and we anticipate minimal supplies costs. The Friends also provided a grant for innovative services. The Board recommended applying in future to the City and local foundations for grants to support the Camps.

Melanie noted that staff will be present and supervising clubs. Volunteers will help facilitate. Our policy is that children under 9 need adult supervision.

Summer Reading Club is also happening, and in the past we've had as many as 6,000 children register for it.

The Board acknowledged the clear need for this service to our community and thanked staff for addressing it.

- (c) A report on the Joy of Reading: Chinese Literature Appreciation was provided. Susan noted that over 22,000 of the 47,000 books donated by Dr. Lee are available for circulation.

10. Project Reports

- (b) A report on Volunteer Richmond Training was included. Susan reported that the intensive training from Volunteer Richmond provided a valuable perspective on what would be involved if the Library were to choose to incorporate community participants and volunteers into our library services. A proposal for the role of community participants and volunteers in the library will come to the Board for their review and discussion.

11. British Columbia Library Conference 2013

A staff report was included. Simon, Diane, Susan and Dulce also attended the conference. Susan noted that a highlight of the conference was the 2013 Director's Award of Excellence bestowed on Greg by the Association of BC Public Library Directors, which was on table. With that award came two \$250 cheques which will be applied to an upcoming staff recognition event.

12. Work Plan for 2013

Susan noted the success of the Nostalgia Kits project in providing programming to older adults, and that we are applying for a continuation of the grant, and that we will be taking part in English Language Learning and Newcomers' settlement programming.

13. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments is included for information.

14. Hamilton Library Services

- (a) An excerpt from the Hamilton Area plan Update: 2nd Public Survey Findings and Proposes Area Plan Concept was included. The Board discussed the plan and a possible 5-6,000 square foot location.

Susan noted that staff will bring an update of current Hamilton services to the next meeting.

15. InterLINK Report

Mark reported the three priority issues for InterLINK.

- 1) Direct patron requests – the consultant's report is expected in September. The Board asked that the issue of direct patron requests be addressed at a future education session.
- 2) Improve communications between Boards and InterLINK.
- 3) More and better staff development.

16. British Columbia Library Trustees Association

- (a) A letter from BCLTA regarding the recent TOP session was included for information.

Peter reported that the 2013 Board were elected and he remains in the Vice-President role. He suggested that interested trustees check the website for further information: <http://www.bclta.ca>

17. Items for Decision/Discussion

- (a) Discussion of the Long Range and Strategic Planning Update was deferred to the upcoming special meeting on June 11th, which IBI Group will attend.
- (b) The Statement of Financial Information for the year 2012 was included for approval.

MOVED: That the Richmond Public Library Board approve the Statement of Financial Information for the year 2012.

WATSON/KOCH.....CARRIED

18. Items for Information

- (a) This year's Board Social event is scheduled for Thursday, June 6th, starting at 5:30. Our hosts are Peter and Debbie Kafka.
- (b) A special meeting is scheduled for June 11th at 5:45. A light meal will be available at 5:30. The meeting will include a presentation by IBI Group, an update on donations and a review of the policy on conferences.
- (c) The electronic edition of *Feliciter* will be posted to the Board Blog when available.
- (d) The Board Calendar and Work Plan was provided for information.

19. Other Business
None.


20. Date of Next Meeting

The next Board meeting will be **Wednesday, June 26, 2013 at 5:30 pm.**

21. Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:35 p.m.

CHAIR



DEPUTY CHIEF LIBRARIAN

