

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, October 29, 2008

Present: Lyn Greenhill, Chair
Arlene Yoshikawa, Vice Chair
Albert Beh
Mark Bostwick
Dulce Cuenca
Leslie Wilson
Pat Watson

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Bill McNulty, Councillor

The Board welcomed Ariel Yeh, our Leadership Richmond Youth Now volunteer for 2008/09.

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 12(a)(i), 12(c)(i) and 19 on table.

BOSTWICK/BEH.....CARRIED

3. Approval of Minutes of September 24, 2008

MOVED: That the minutes of the Regular Board Meeting of September 24, 2008 be approved as presented.

WATSON/WILSON.....CARRIED

4. Business Arising

None.

5. Correspondence

(a) A letter dated September 22, 2008 from Minister Bond regarding the Strategic Plan for Libraries was included for information.

- (b) A letter dated September 30, 2008 Jaqueline van Dyk regarding *Libraries Without Walls* was included for information.

MOVED: That the correspondence be received.

YOSHIKAWA/BEH.....CARRIED

COMMUNITY

6. Report from Councillor McNulty

No report.

7. Friends of the Library

- (a) The 2008 Wish List and Account Update were included for information.

8. InterLINK Report

Leslie Wilson reported that InterLINK's Director Michael Burris would like to attend a Board meeting in 2009 and that InterLINK has contracted a consultant to develop their strategic plan.

9. British Columbia Library Trustees Association Report

- (a) An email dated October 2, 2008 providing the September Update on BCLTA Activities was included for information. Arlene Yoshikawa reported that:
- i. the meeting with Minister Bond focused on 'neighbourhoods of learning'.
 - ii. A review of the Library Act is officially underway. BCLTA will contact the Board soon for suggested amendments, and we anticipate these will be required by Spring. Time will be set aside at an early 2009 Board meeting to consider our submissions.
 - iii. 2009 AGM will include 3 significant proposed changes to the constitution:
 1. Quorum to be three voting members (from 10% or no less than 3).
 2. A provision for proxy voting.
 3. An increase in rates.
- (b) An email dated October 3, 2008 regarding Library 2020 Vision was included for information.
- (c) A copy of CLTALK newsletter for October 2008 was included for information.
- (d) An email dated October 2, 2008 regarding the 2009 Conference was included for information. Arlene asked any Board members interested in presenting the performance measurement session at the Conference to indicate their interest.

10. Customer Comment Forms

Lyn noted that the customer comment forms were on the table for review. Mark Ellis noted that the expense to the library for online fine payment is considerable, which is why we don't currently offer that option.

(a) Summary of Comments

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

BOARD

11. Activities

- (a) Leslie, Arlene, Albert and Lyn attended the October 16th Civic Appreciation Dinner.
- (b) Pat, Lyn, Arlene, Leslie and Albert attended the RCCS Fundraising Dinner and Dance on October 24th.
- (c) Pat and Arlene reported on the recent Leadership Richmond Youth Now conferences they attended.
 - (i) Ariel Yeh's resume was included for information.
 - (ii) The 2008/09 Leadership Richmond Youth Now Curriculum was included for information. Pat will attend the 3rd conference in November. All Board were reminded they are welcome to attend. Lyn pointed out the role of the Board, and that Ariel would be considered as a Board member without voting rights.
- (d) Dace Starr requested that any Board member attending the upcoming Staff Appreciation event on November 23rd provide a short biography. Lyn will be master of ceremonies. Children and grandchildren are welcome, please ensure that Dace knows their ages so an appropriate gift will be available.
- (e) An update to the Board List was included for information.
- (f) A copy of the most recent *Feliciter* was included for information.
- (g) The calendar and work plan were included for information.

12. Governance

- (a) 2009 Library Board Appointment:
 - (i) An updated list of trustee recruitment package distribution was provided on table for information. Leslie and Mark noted that the applicants were very suitable and that the committee will keep names for future volunteer opportunities as they arise.
 - (ii) The successful candidate will be announced once appointed by Council on November 24th.
- (b) The 2008 Board Self Evaluation Questionnaire was enclosed for completion. Results will be presented at the November meeting.
- (c) An update to the 2009 Operating Budget was provided on table, including 2007 actual figures for information. Greg pointed out that the 2008 Bylaw Budget didn't include some salary costs relating to settling the 2007-2011 contract. The City compares bylaw to bylaw budgets. Greg also noted that

leases were reduced as the City no longer charges property taxes on property it leases. Ironwood and Cambie branches are leased property.

STAFF OPERATIONS

13. **Monthly Statistics**

Recent statistics were presented for information.

14. **Strategic Plan Report: CAREER SMART: Richmond Job Fair**

A memo from Wendy Jang outlining the project was included for information. Wendy reported that the employers were very happy with participation at the event and the location. Another Job Fair is being planned for spring 2009.

15. **Strategic Plan Report: Web Site Makeover**

A memo from Mark Ellis outlining the project was included for information.

Mark discussed the project in more depth during the IT Disaster Plan under item 18(c).

16. **Strategic Plan Report: Outreach to Community**

A memo from Dace Starr outlining the project was included for information.

(Dulce Cuenca left the meeting at 8:15 pm.)

The Board discussed the variety of outreach projects Dace has been working on.

(Dulce Cuenca returned at 8:25 pm.)

17. **Strategic Plan Report: Service Plan for Seniors and Older Adults**

A memo from Dace Starr outlining the project was included for information.

The Board discussed the service plan.

18. **Emergency Planning**

(a) A memo from Beryl Jeffrey outlining the project was included for information.

(b) The emergency procedures manual for Brighthouse (Main) Branch was enclosed for information.

(c) A copy of the Information Technology Disaster Plan was included for information. Mark Ellis indicated that the plan focuses on restoring communication first and uses backups to mitigate any disaster to computer

equipment. Recent hacking attempts were discussed. We were able to restore data quickly.

Pat Watson suggested a callout system be developed, which may include a call out tree, an emergency website and/or hotline number for staff use. Pat also suggested a backup authentication audit.

Mark Bostwick suggested training on unexpected issues, like evacuating children from the library area, as far away as to the high school 2 blocks away, how to cordon off the parkade if damaged by earthquake, and providing a list of things to take with you when you leave the building – a list of contact numbers and personal items like coats and keys. The Provincial Emergency Program (PEP) website has more information - <http://www.pep.bc.ca/index.html>.

Emergency Planning will be added to the Board calendar annually in October.

19. Strategic Plan Report: Brighthouse Science Bash

A memo from Wendy Jang outlining the project was included on table for information. Wendy reported that this year's event was a success and most exhibitors wanted to return next year.

20. Other Business

None

21. Date of Next meeting

The next meeting is **Wednesday, November 26, 2008 at 7:00 pm.**

Adjournment

The meeting was adjourned at 9:05 pm.

CHAIR



CHIEF LIBRARIAN

