

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, January 28, 2015

Present: Simon Tang, Chair
Susan Koch, Vice Chair (arrived 5:45)
Mark Bostwick
Kash Chahal
Traci Corr
Peter Kafka
Robin Leung

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Diane Cousar
Councillor Chak Au
Susan Walters, Deputy Chief Librarian

ACTION

1. Call to Order

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

2. Approval of Agenda

MOVED: That the agenda be approved.

BOSTWICK/TANG.....CARRIED

Peter introduced and welcomed our newest Trustee, Traci Corr.

3. Election of 2015 Chair and Vice Chair

Peter Kafka indicated that Simon Tang had accepted nomination for the position of 2015 Chair. Peter called for further nominations and as there were none, Simon was acclaimed. Peter passed the gavel to Simon.

Simon indicated that Susan Koch had accepted nomination for the position of 2015 Vice Chair. Simon called for further nominations and as there were none, Susan was acclaimed.

GUESTS:

Simon welcomed guests from the Friends of the Library. Alison Cormack, 2015 Friends of the Library Chair was joined by Past Chairs Debby Newton and Betsy Blair and Past Publicity Director Moreah Sinclair in presenting a cheque for \$33,000. This donation supports the purchase of 8 items on the 2014 Wish List, including a donation to the Richmond Community Foundation. The Board congratulated and thanked the Friends on their largest donation to date.

EDUCATION SESSION

4. (a) An outline of educational session topics was included for information. The Board were encouraged to make suggestions for session topics.

- (b) Mark Ellis, Kat Lucas and Bob McGall presented their report on the migration from *Virtua* to *Sierra* Integrated Library Systems (ILS). Mark described an ILS as the core software system staff use to manage the collection and provide library service to the public. Our first ILS was implemented in 1983. Mark described several mergers that have combined software providers over the past 40 years and that the supplier of *Virtua* has been bought out by Innovative Interfaces Inc. (III), who are offering a better ILS in their product *Sierra*.

Bob explained the costs of our existing ILS, *Virtua*, and the costs for the next 8 years for *Sierra*. Additional first year costs for *Sierra* were described and funding identified in our current budget. By signing with III before the end of 2014 we were able to take advantage of a contract in Canadian dollars and some cost concessions.

Kat described the features of *Sierra* for staff, administration and the public. Staff will notice increased functionality that will eliminate some tasks and make the ILS more efficient and accurate. *Sierra* will be easier for staff to use than *Virtua*. Administration of the software will be easier. Updates will be smoother and faster, statistics will be easier to obtain and acquisitions will be integrated with our vendors. The public may not notice the change as most happens behind the scenes, but they should notice a more responsive and faster catalogue and will appreciate the ability to book spaces online. Kat noted that this is a great opportunity to provide a more powerful and efficient back-end system.

Implementation will take approximately 7 months. The Board will be updated regularly as the project progresses.

The Board asked how many staff will have to be trained. Up to 100 staff will be provided training on *Sierra*, plus a number of "super-users" who will have advanced functionality in their particular area of expertise.

The Board asked if we would update Council. Greg noted that we will have an opportunity at the next Council report.

The Board asked if we have sufficient internal resources. Greg noted that this will take up the majority of Mark and Kat's time and that Shaneena Rahman will be heavily involved as well. The upgrade to *Sierra* is their main priority for the next few months.

Greg noted that in implementing the upgrade we must address a lot of the issues brought up by the staff survey, such as the organization of work, improved communication and training and development being the most obvious.

BUSINESS SECTION

5. Approval of Minutes

MOVED: That the minutes of the regular meeting of November 26, 2014 be approved as presented.

BOSTWICK/KOCH.....CARRIED

6. Business Arising

(a) Greg noted that the combined Board donations of \$1,200 will be used to purchase a podium.

(b) A report noting requested amendment to the 2015 Self-Evaluation Survey was included for information.

STAFF:
purchase
podium.

7. Correspondence

- (a) Letters dated October 30, 2014 to Traci Corr, Diane Cousar and Susan Koch were included for information.
- (b) A letter dated December 15, 2014 from City Clerk's Office advising Chak Au's appointment as Council Representative and Alexa Loo's appointment as Alternate was included for information.
- (c) A letter dated December 11, 2014 from the Richmond Community Foundation regarding the 2014 distributable income of \$3,804.51 was included. The Board's decision is to receive the income this year and to use it to support initiatives from the Strategic Plan.
- (d) A letter dated January 15, 2015 from Richmond Community Foundation regarding the Kronier Family donation was included. Greg noted that the Kronier Family have made several annual donations. A recognition event will be schedule to thank the family.

STAFF:
Contact
Kronier Family
to arrange
recognition
event.

COMMUNITY

8. Report from Councillor Au

No report.

9. Report from the Friends of the Library

Alison Cormack reported that \$600 was raised at the January 24 mini sale. Another mini sale is scheduled for March 28 and the large sale for April 11/12.

STAFF: add
FOL Sale
dates to Board
calendar

10. Customer Comment Forms

A summary of comments was included for information.

BOARD

11. Items for Decision/Discussion

(a) Freedom to Read Week

- i. Memo to Library Board was included for information. The Board asked that the information session in February include how staff pre-screen items for the collection.
- ii. A request to Mayor Brodie was included for decision.

MOVED: That the Richmond Public Library Board request Mayor Brodie to proclaim February 22 to 28, 2015 "Freedom to Read Week" in the City of Richmond.

KAFKA/LEUNG.....CARRIED

(b) Appointment of Committees and Representatives. Simon asked the Board to consider what appointments they are interested in. The Chair will make appointments at the February meeting.

(c) Richmond Chinese Community Society Dinner on Thursday, March 5 at the Continental Seafood Restaurant at No. 5 Road and Cambie. Greg noted the Board are welcome to attend this event and the library will purchase ten tickets to fill a table.

STAFF:
Reminder
email.

(d) A Report to the Finance Committee of the City of Richmond was presented on table. Greg noted the report details revisions made to the 2015 Operating and Capital budgets to meet city-wide budget targets. Budgets were completed in September

2014 and the Board approved their submission at their October 1, 2014 meeting. The City of Richmond are completing the approval process with Council now.

Greg submitted a revised budget on behalf of the Board to reduce expenditures by removing three Bookshelver positions. Greg noted the reason he reduced expenses this way is because revenue has dropped as Circulation has dropped. The things the Bookshelvers shelve have reduced by 33% since 2009. There are two large items in our budget to consider when faced with a substantial cut – salaries and collections. Since we're asking for a \$200,000 additional level request we shouldn't reduce the collection budget. The only other option is salaries.

The Board asked what happens if they don't agree and reject this report. Greg noted that when preparing the 2016 budget staffing can be addressed to prevent continued erosion and a case made for an additional level request to support new service initiatives.

MOVED: That the revised 2015 Operating Budget submitted to finance Committee on January 19, 2015 be approved as presented.

BOSTWICK/LEUNG.....CARRIED
6 in favour, 1 opposed

INTERLINK

12. InterLINK Report

a) Proposed Year 2015 InterLINK Operating Budget was included.

MOVED: That the Proposed year 2015 InterLINK Operating Budget be received.

BOSTWICK/KAFKA.....CARRIED

Mark reported that the InterLINK Board next meets in February. In the interim they held an electronic vote on spending \$65,000 on a leadership development program. Mark felt the answers provided to various questions posed to InterLINK were not sufficient and he voted against it but the motion passed. InterLINK will choose a new chair at the February meeting.

STAFF: send letter to InterLINK informing them Library Board has no comments.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION

13. British Columbia Library Trustees Association Report

a) The BCLTA Bulletin for January 2015 was included.

Peter reported that six vacancies on the BCLTA Board are coming up in May. Anyone interested should contact him to put their name forward.

STAFF OPERATIONS

14. Chief Librarian's Verbal Report

Greg noted that he has recently worked with city staff on the 2015 Operating Budget as discussed earlier.

City staff are required to report back to Council on options for relocating the Steveston Branch. They are actively looking for a viable solution in the Steveston area. While the ONNI property may not be pursued at this time, it remains our best option currently available.

Greg reported he is part of the selection committee for the Gateway Theatre General Manager vacancy.

15. Program Reports

- (a) Lee Anne Smith's report on large and special event programming was included. A local media panel on Freedom to Read planned for February 20 or 21 was highlighted.
- (b) Lee Anne Smith's report on the 2104 Multicultural Week was included.
- (c) Shelley Civkin's report on Writer-in-Residence included.
- (d) Shelley Civkin's report on Jewish Culture Programs was included.
- (e) Shelley Civkin's report on English Corner was included.
- (f) Melanie Au's report on Finding Home was included.
- (g) Melanie Au's report on Christmas Programming was included.
- (h) Melanie Au's report on the Teen Volunteer Appreciation Event was included. Melanie thanked Peter for attending the event as master of ceremonies and handing out certificates and awards.

16. Project Reports

- (a) Kat Lucas's report on 3D Printing and Launchpad Services update was included. The Board asked how much the Lynda.com subscription cost, and Kat reported that it is about \$20,000 per year. The Board asked if there are plans for training in 3D modelling. Kat responded that we are partnering with RoboKids to deliver kids sessions and looking for an adult provider. The Board asked if the 3D printers are holding up and working well. Kat reported that they are still going strong after a year of service, and only one required a repair and replacement part.

17. Status Reports

- (a) Cathy Gettel's report on HR Activity – January to December 2014 was included.
- (b) Greg Buss's report on 2014 Work Plan Strategic Objectives was included.
Greg noted that moving into 2015 we can now narrow down the categories from 8 strategic roles, 8 Board directions and 10 strategies.
- (c) Greg Buss's report on 2014 Completed Work Plan Highlights was included, noting completed activities in all categories.
Greg will present the 2015 work plan at the February meeting. The work plan will be a carefully selected list that may project into future years.

ITEMS FOR INFORMATION

- 18. Greg and Peter met with Councillors Day and Loo on December 23, Traci Corr on January 13 and Council Liaison Au on January 21, 2015.
- 19. The 2015 Board list was enclosed for information.
- 20. Chief Librarian's performance appraisal
 - (a) An excerpt from Board Policy section was included.
 - (b) An evaluation checklist was included.

Greg will prepare a report for Simon and Susan in February and bring his performance appraisal forward to a closed session after the February meeting.

STAFF:
prepare for
February
meeting

- 21. A list of dates to confirm in 2015 were included.
- 22. A link to the electronic edition of *Feliciter* Vol. 60 No.6 (December 2014) was recently posted on the Board Blog. Links to future editions will be posted when available.
- 23. The Board Calendar and Work Plan were provided for information.

OTHER BUSINESS

NEXT MEETING

The next Board meeting is scheduled on **Wednesday, February 25, 2015 at 5:30 p.m.**

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:25 p.m.

CHAIR 

CHIEF LIBRARIAN 