

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, January 26, 2011

Regular Meeting 7:00 pm to 9:30 pm

Administration Boardroom

A G E N D A

Welcome to New Trustees: Diane Cousar and Susan Koch

| | Time | For Information | For Discussion | For Decision |
|---|------|--------------------|-------------------|-----------------|
| <u>BUSINESS SECTION:</u> | | | | |
| 1. Call To Order | 7:00 | | | |
| 2. Approval of Agenda | | | | X |
| 3. Approval of Regular Board Meeting Minutes of November 24, 2010 | | | | X |
| 4. Business Arising | | | | |
| (a) Outstanding Items to be Brought Forward | | X | | |
| (b) Memo dated November 23, 2010 to Council re: 2009 Financial Statements | | X | | |
| 5. Correspondence | | | | X |
| (a) Letter dated November 23, 2010 re-appointing Pat Watson for a two-year term | | X | | |
| (b) Letters dated November 23, 2010 appointing Diane Cousar and Susan Koch for two-year terms | | X | | |
| (c) Letters dated November 23, 2010 thanking Lyn Greenhill and Arlene Yoshikawa for their service | | X | | |
| (d) Sample regret letter dated November 23, 2010 sent to applicants not appointed | | X | | |
| (e) Letter dated December 15, 2010 appointing Councillor Linda Barnes as Council Liaison and Councillor Derek Dang as alternate | | X | | |
| <u>COMMUNITY:</u> | | | | |
| 6. Report from Councillor Barnes | | X | | |
| 7. Friends of the Library Report | | X | | |
| 8. InterLINK Report | | | | |
| (a) Board meeting summary of November 30, 2010 | | X | | |
| (b) 2011 Provisional Budget for Consideration and Comment | | | | X |
| 9. British Columbia Library Trustees Association Report | | | | |
| (a) Nomination of Arlene Yoshikawa for BCLTA Award Update | | X | | |
| (b) <i>Open Door</i> Newsletter Fall/Winter 2010 | | X | | |
| (c) BCLTA Bulletin Jan 12, 2011 | | X | | |
| 10. Customer Comment Forms | | X | | |
| (a) Summary of comments | | X | | |

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|---|------------|------|-----------------|----------------|--------------|
| <u>BOARD:</u> | | | | | |
| 11. Activities | | 8:00 | | | |
| (a) 2010 Staff Recognition Event (establish date) | | | | X | |
| (b) New Trustee Orientation | | | | | |
| i. Meeting with Chair and Chief Librarian January 19, 2011 | | | X | | |
| ii. TOP registrations | | | X | | |
| (c) Invitation to Richmond Chinese Community Society Dinner Wednesday, March 2, 2011 "Year of the Rabbit" | (Attached) | | | X | X |
| (d) Board directory update | (Enclosed) | | | | |
| (e) <i>Feliciter</i> | (Enclosed) | | X | | |
| (f) Calendar and Work Plan | (Attached) | | X | | |
| 12. Governance | | | | | |
| (a) Election of Chair and Vice Chair | | | | | X |
| (b) Board Operations | | | | | |
| i. Appointments to Library Board Committees | (Attached) | | X | | |
| ii. Meeting Times and Structure | | | | X | |
| (c) 2010 Board Self Evaluation Report | (Attached) | | | X | X |
| (d) Fund Development Status January 2011 | (Attached) | | | | |
| i. <i>Richmond Review</i> announcement dated November 27, 2010 re: Richmond Community Foundation / Richmond Public Library Endowment Fund | (Attached) | | X | | |
| ii. <i>Richmond Review</i> announcement dated December 4, 2010 re: Donation by Kronier Family to Richmond Public Library Endowment Fund | (Attached) | | X | | |
| iii. Letter dated December 8, 2010 from Richmond Community Foundation re: 2010 Disbursement | (Attached) | | X | | |
| iv. Letter dated December 14, 2010 from Vancouver Foundation re: 2010 donation | (Attached) | | X | | |
| v. Letter dated December 20, 2010 to Ben and Esther Dayson Charitable Foundation re: Kids' books and Outreach | (Attached) | | X | | |
| (e) Policy Development Status January 2011 | (Attached) | | X | | |
| (f) Strategic Planning Status January 2011 | (Attached) | | X | | |
| i. OCP Submission | (Enclosed) | | | X | X |
| <u>STAFF OPERATIONS:</u> | | | | | |
| 13. Monthly Statistics | (Attached) | | X | | |
| 14. World's Largest Mailbox | (Attached) | | X | | |
| 15. 2010 Human Resources Activity Report | (Attached) | | X | | |
| 16. Freedom to Read Week Request | (Attached) | | X | | |
| 17. Other Business | | | | | |
| 18. Date of Next Meeting February 23, 2011 | | | | | |
| 19. Adjournment | | 9:30 | | | |

CLOSED MEETING TO FOLLOW