

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, March 25, 2009

Present: Lyn Greenhill, Chair
Arlene Yoshikawa, Vice Chair
Albert Beh
Mark Bostwick
Dulce Cuenca
Derek Dang, Council Alternate
Peter Kafka
Pat Watson
Leslie Wilson
Ariel Yeh, Leadership Richmond Youth Now volunteer

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Linda Barnes, Councillor

BUSINESS SECTION

1. Call to Order

The meeting was called to order at 7:05 pm.

2. Approval of Agenda

MOVED: That the agenda be approved with the additions of items 10(b), 10(c), 10(d), 10(e)(i), 10(e)(ii), 13(j), 14(c)(ii), 17 and 21(a) on table.

BOSTWICK/BEH.....CARRIED

3. Approval of Minutes of February 25, 2009

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

KAFKA/YOSHIKAWA.....CARRIED

4. Business Arising

None.

5. Richmond Community Foundation

Our guests Jim Watson and Lorraine Palmer presented a summary of the Richmond Community Foundation and discussed exploring a permanent endowment for Richmond Public Library.

(Derek Dang joined the meeting at 7:15)

The Richmond Community Foundation administration costs are 0.75% of fair market value and financial statements for 2008 were not available at this time. See 14(c)(ii) for further discussion.

6. Correspondence

(a) A letter dated March 2, 2009 from J. van Dyk regarding funding for BC OneCard was included for information.

MOVED: That the correspondence be received.

WATSON/BEH.....CARRIED

COMMUNITY

7. Report from Councillor Barnes

In the absence of Councillor Barnes Councillor Derek Dang updated the Board on City Council activities.

8. Friends of the Library

(a) A letter dated March 2, 2009 regarding classics of Western Civilization was included for information.

(b) Laria reported that the mini sale on March 21st was a success and thanked all the staff who helped. The next big sale is April 4th and 5th at Thompson Community centre.

9. InterLINK Report

No report. The next meeting is March 31st. Arlene will attend for Committee Alternate orientation.

10. British Columbia Library Trustees Association Report

(a) A letter dated March 5, 2009 from Deputy Minister James Gorman confirming TILMA limits for library boards (\$75,000 for goods and services, \$200,000 for construction) was included for information. Arlene reported that BCLTA legal council has just responded and she would forward the response as soon as possible.

- (b) An email dated March 20, 2009 re: Special Resolution to Increase Membership Fees was included on table for discussion. The Board does not support the fee increase at this time.
- (c) An email dated March 20, 2009 re: Special Resolution to Update BCLTA Constitution and Bylaws was included on table for discussion. Arlene drew the Board's attention to the three items covered by the update and requested the Board's view on voting for or against:
 - i. Constitutional purposes – the Board supports this item
 - ii. Quorum to equal 12 people – the Board supports this item.
 - iii. Proxy voting – the Board supports this item if the resolution is amended to include a representative from within the member board or from another member board.
- (d) An email dated March 24, 2009 re: Voting at BCLTA AGM was included on table for information. Lyn, Pat and Arlene will attend the AGM and will carry one vote each. Other trustees are able to attend the AGM portion of the conference for no fee. Richmond Public Library Board currently has 4 votes and all members must be present to vote.
- (e) Correspondence
 - i. A letter dated March 12, 2009 from Burnaby Public Library regarding the proposed changes to the Constitution and Bylaws and membership fee structure was included on table for information.
 - ii. A response letter dated March 23, 2009 from BCLTA was included for information.

11. 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.

BOARD

12. Hamilton Community

Greg reported that he has reviewed a first draft of the consultant report and given them his feedback on library priorities. The next draft will be forwarded to the Board as soon as possible. A public meeting may happen as soon as April.

13. Activities

- (a) Lyn attended the Sister City Committee Dinner in honour of delegates from Xiamen on February 27th.

- (b) Arlene attended the E-Venti Awards dinner in honour of the marathon participants on March 1st. The Board congratulated Mark Bostwick for completing the marathon.
- (c) Peter attended the Trustee Orientation Program session on March 7th.
- (d) Lyn and Arlene attended the Ethel Tibbits Award Luncheon in honour of all the nominees on March 10th. Wendy Jang thanked the Board for her nomination in the community category.
- (e) An invitation to the Leadership Richmond Youth Now graduation ceremony on April 27th was included for information. The last conference in this season will be on March 28th and the topic will be project presentations and evaluation. Ariel will present on the project she worked on, the Health Literacy initiative. Ariel will also help with the launch on April 3rd.
- (f) A list of trustees attending conferences in 2009 was included for information.
- (g) This year's Board social event will take place on April 24th.
- (h) The 2009 Board photograph is scheduled for April 29th.
- (i) The calendar and work plan were included for information.

14. Governance

- (a) The 2009 list of Representatives and Committee Appointments was included for information.
- (b) Legislative Review of the Library Act
 - (i) Richmond Public Library's submission was included for information.
 - (ii) Public Library InterLINK's submission was included for information.
 - (iii) BC Library Trustee's Association's submission was included for information. The Board discussed page 4 and noted that rationale for not supporting full borrowing authority and powers for regional library systems was likely because the respondent was not a regional library.
- (c) Vancouver Foundation Capital Distribution Decision
 - (i) The presentation of March 3, 2009 was included for information.
 - (ii) A letter dated March 20, 2009 regarding the fund statement was presented on table for information.

At this point the Board discussed Richmond Community Foundation and agreed they would like to see their annual and financial reports before taking further action. It was agreed to defer discussion of Richmond Community Foundation to the Fund Development Committee and that the Fund Development Committee will report back to the Board when more information is available.
- (d) Lyn reported that the Library Board Chair's meeting with Mayor Brodie was the second, and that Mayor Brodie hopes to continue an annual meeting with the Chair. Last year's meeting topic was the reporting process, which was changed to twice per year – once as the Board and once to present our Annual Report. It was agreed that the Board could return to one reporting presentation, including our annual report and any significant non-budgetary issues affecting the library at that time. The appointment of Councillors to the Library Board was discussed and Mayor Brodie will discuss with the Clerk's

Office. The function of a Councillor is not just a liaison but a full member of the Library Board.

STAFF OPERATIONS

15. Monthly Statistics

Monthly statistics were included for information.

16. Chief Librarian's Memo to All Staff re: Libraries in Tough Economic Times and the 2010 Winter Olympics

Greg's memo to all staff was included for information. Greg explained how the library continually adapts customer service to meet the needs of our community. The tough economic times service adaptations include concentrating on relevant collections and merchandising, programming, promotion and removing obstacles to ensure customer access is easy, convenient and frequent.

The 2010 Games put us in the centre of the celebration. We expect changes to our service to meet the needs of the many visitors to Richmond, but at this time details on service changes are not yet concrete. This item will be included on the agenda regularly as 2010 nears.

All staff are asked to contribute their ideas and suggestions for service initiatives and adaptations.

17. Strategic Plan Report: Health Literacy

Dace Starr's report was included for information, and flyer, bookmark and prescription pad were presented on table. The Health Literacy project launch is April 3, 2009. Our partner in this project is Richmond Health Services, one of the branches of the Vancouver Coastal Health Authority.

Dace presented a selection of books purchased for the Health Literacy collection and drew the Board's attention to the prescription pad. Health practitioners throughout Richmond will have this resource available during their consultation with patients. Practitioners will note the name of the illness or condition on the prescription pad and send the patient to the library for information, allowing patients and their families to take an active role in greater understanding of the illness and its treatment. Titles suggested by practitioners and conditions for which we have no information will be given high priority for addition to the collection.

Vancouver Coastal Health Authority may support an evaluation of the project to measure the increase in health literacy.

18. Scotiabank Filipiniana Collection Update

Greg noted that the Filipiniana collection launch is scheduled for Sunday, May 31st, in time for Asian Heritage Month. The Filipino Scotiabankers group has committed to raise \$10,000 by June 1st, which will be matched by Scotiabank.

The Board thanked Dulce Cuenca for her role in making the connection with Scotiabank.

19. O-Zone Celebrations Update

A report on the preliminary work plan was included for information. Planning for the O-Zone will be included on the agenda regularly as 2010 nears.

20. Northern Exposure to Leadership Institute Report

Susan Walters' report on NELI was included for information. Susan thanked Greg for his support in attending the institute, and for the supportive working environment that nurtures leadership in library service.

21. Other Business

A letter dated March 9, 2009 from Westbank Projects Corporation regarding the first right of refusal for vacant property at Ironwood Plaza was included for decision. A tenant on the ground floor is vacating a unit which the Board does not want to lease at this time.

MOVED: That the Richmond Public Library Board give up the first right of refusal for Unit # 8030, 11688 Steveston Highway.

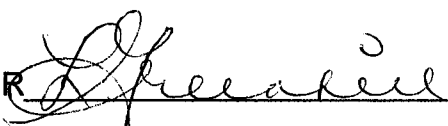
YOSHIKAWA/BOSTWICK.....CARRIED

22. Date of Next meeting

The next meeting is **Wednesday, April 29, 2009 at 7:00 pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:25 p.m.

CHAIR 

CHIEF LIBRARIAN 