

RICHMOND PUBLIC LIBRARY BOARD

Wednesday, September 30, 2009

Present: Lyn Greenhill, Chair
Albert Beh
Mark Bostwick
Dulce Cuenca
Peter Kafka
Pat Watson
Leslie Wilson

Greg Buss, Chief Librarian and Secretary to the Board

Regrets: Linda Barnes, Councillor
Arlene Yoshikawa, Vice Chair

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 item 9(a), 12(b)(iii) and 16 on table.

BOSTWICK/WILSON.....CARRIED

3. Approval of Minutes of July 29, 2009

MOVED: That the minutes of the Regular Board Meeting of July 29, 2009 be approved as presented.

WATSON/KAFKA.....CARRIED

4. Business Arising

(a) The status of the tangible capital asset project was asked for. This project is a result of changing accounting practices for the financial statements. The information submitted to the City by the library will be incorporated into the 2009 financial statements. The audit process normally starts around February so the library will not see first drafts of the information until early 2010.

5. Correspondence

(a) A letter dated July 31, 2009 to the Mayor of Xiamen thanking him for a donation of Chinese books was included for information.

MOVED: That the correspondence be received.

WILSON/BOSTWICK.....CARRIED

COMMUNITY

6. Report from Councillor Barnes

No report.

7. Friends of the Library

Laria McKee reported that the mini sale was average and that the Friends are working hard to prepare for the upcoming Whale of a Sale on October 17/18.

8. InterLINK Report

Leslie reported that at the September 29th meeting the InterLINK board discussed funding cuts and various charges levied by InterLINK libraries such as invigilation of exams, holds processing, internet service for non-residents. Leslie also noted that the Whistler library will close for 5 weeks during the Winter Games.

- (a) A letter dated July 10, 2009 regarding the 2008 compensation of \$225,385 was included for information.
- (b) A response letter dated July 30, 2009 was provided for information.
- (c) The draft strategic plan was included for discussion.

MOVED: that the Richmond Public Library Board support InterLINK's draft Strategic Plan principles and goals.

BOSTWICK/WILSON.....CARRIED

9. British Columbia Library Trustees Association Report

- (a) An email dated September 27, 2009 was provided on table for information. In Arlene's absence, Lyn asked if the Board had any suggestions for conference sessions. Leslie suggested the fee for service discussions taking place at InterLINK Board meetings would be a relevant conference session topic.

10. Customer Comment Forms

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

(a) Summary of Comments

The summary of comments was included for information.

BOARD**11. Activities**

- (a) An invitation to today's UBCM BC Libraries Reception was included for information. Arlene and Linda are attending.
- (b) An invitation to the Richmond Chinese Community Society's Fundraising Dinner and Dance on October 31st was included for information. It was suggested that the Board's primary support be the Chinese New Year Dinner instead. Albert will attend the October dinner and dance on behalf of the library.
- (c) *The Feliciter* Vol. 55 No. 4 (2009) was enclosed for information.
- (d) The calendar and work plan were included for information.

12. Governance**(a) Provincial Funding**

- (i) A letter dated July 31, 2009 to Minister MacDiarmid was included for information.
- (ii) A letter dated August 19, 2009 to Premier Campbell was included for information.
- (iii) A letter dated September 8, 2009 from J. van Dyk confirming provincial support for 2009/10 was included for information.
- (iv) A letter dated September 11, 2009 from Minister MacDiarmid was included for information.
- (v) A letter dated September 17, 2009 from A. Ackerman regarding BCLTA funding cuts and BCLTA correspondence was included for information.
- (vi) A Strategic Plan Project Report describing the library's "Prevent Provincial Funding Cuts" campaign was included for information.
- (vii) A collection of customer comments on "How the Richmond Public Library has Benefitted its Customers" was enclosed for information. A version that does not identify customers by name can be distributed.
- (viii) A summary of media coverage of our campaign was included for information.

(b) Fund Development Committee

- (i) Notes of September 9, 2009 were included for information.
- (ii) Notes of a meeting with Richmond Community Foundation were included for discussion. Becoming an agency fund would allow the library to be on the Richmond Community Foundation's list of funds. This increased exposure to Richmond residents could create an opportunity for visibility to potential donors. The Board discussed sources of funding and decided the start-up amount should wait until our financial position is reviewed in January 2010. Friends of the Library will be informed prior to their Annual General Meeting, so that a request for contribution to the fund can be added to their wish list.

MOVED: that the Richmond Public Library Board set up an Agency Fund with the Richmond Community Foundation.

BOSTWICK/CUENCA.....CARRIED

- (c) 2010 Library Board Appointments
- (i) The trustee recruitment policy was included for information.
 - (ii) The list of trustee competencies was included for information. Targets for the 2010 board recruitment include representation from major ethnic groups and financial background and expertise.
 - (iii) The schedule of dates and deadlines was included for information.
 - (iv) The current board membership list was included for information. Four current members are eligible for reappointment, while one member has completed four two-year terms.
 - (v) The board established a recruitment committee comprised of Lyn Greenhill, Pat Watson and Greg Buss. Arlene Yoshikawa may be alternate. Interviews will be scheduled for October 14 and 15, 2009.
- (d) 2010 Budget Process
- (i) Impact of Provincial Funding Cuts. Greg explained the impact in the 2009 Budget and potential impact to 2010 Budget in areas such as per-capita grants, resource sharing grants, BC One card grant and equity grant. Cooperative database licenses may be affected.
 - (ii) The 2010 Proposed Operating Budget was presented for information. Peter asked for further details:
 - a) Actual and/or forecast figures for 2009.
 - b) Explanation/clarification of what comprises Salaries – Overtime.
 - c) Explanation of sick time/vacation allowances.
 - d) Amounts of sick time from previous years in costs and % and how it compares to city rates.
 - e) The date fines were last increased.
 - f) Amounts other libraries charge for fines.

MOVED: that the Richmond Public Library Board support the proposed budget in principle.

WILSON/CUENCA.....CARRIED

- (e) Annual Report to Council. Lyn and Greg will present the 2008 Annual Report to Council on Tuesday, October 13, 2009. The presentation will use the stories by customers and discuss the cumulative increase over the last 5 years.

STAFF OPERATIONS

13. Monthly Statistics

Monthly statistics were included for information.

Greg noted that July and August 2009 were all time highs. Performance Measurements for 2008 will be available at the October meeting.

14. O Zone Celebration Update

Greg presented the current plan for discussion. Hours of operation will be amended to 10:00 am to 9:00 pm for each of the 17 days, in cooperation with other services in the O Zone.

The majority of expenses for activities will be carried out from within normal library operations. Due to timing of the O Zone plan, we were not able to build the O Zone requirements into the 2009 or 2010 budgets. As expenditures for O Zone related projects can not wait until 2010, the board discussed the examples of expenditures best made in 2009. The Board amended the contingency fund from \$10,000 to \$20,000, for a total budget of \$60,000. The majority of Board members agreed to this amendment with Peter Kafka opposed.

MOVED: that the Richmond Public Library Board assign \$60,000 from the library's surplus of \$231,873 to cover upcoming O Zone related expenditures that cannot be covered within the 2009 budget or wait until 2010 funds are made available, with a complete accounting of expenditures to be returned to the Board.

BOSTWICK/CUENCA.....CARRIED

15. Hamilton Community Report

- (a) A memo from Susan Walters dated July 31, 2009 describing the history of Saturday service to the Hamilton Community was included for information.
- (b) A city staff report dated September 15, 2009 regarding the Hamilton Community Centre Expansion was included for discussion. The report addresses only recreation space, even though library service was considered a primary area of community need (the #2 priority after community centre). Greg noted that, as discussed by the Board in the past, a good option for library service would be leased space in the local mall.

16. Richmond Job Fair

Wendy Jang, Coordinator of Multilingual Services spoke to her memo dated September 27, 2009 provided on table for information. The September 24th Job Fair focussed on employers who were hiring and was successful in drawing 18 employers and over 2,700 attendees. The next Career Fair will be in spring, possibly May.

17. Strategic Plan Reports

- (a) Starry Night: Celebrate the International Year of Astronomy. Wendy also presented her report on the July 29th event included for information. This event was attended by approximately 800 customers.
- (b) Summer Reading Club. Virginia McCreedy, Coordinator of Children's Services presented a report on the 2009 summer reading club included for information. This year we had the highest number of participants ever.
- (c) Teen Summer Reading Club. A report by Kate Adams was included for information. Virginia also noted that the Teen summer reading club had more participants than Vancouver.

18. Other Business

None.

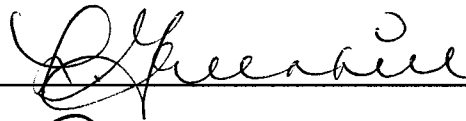
19. Date of Next meeting

The next meeting is **Wednesday, October 28, 2009 at 7:00 pm.**

20. Adjournment

There being no further business, the Chair declared the meeting adjourned at 9:35 p.m.

CHAIR



CHIEF LIBRARIAN

