

**WEDNESDAY, JULY 31, 2024**  
**6:00PM - 7:30PM**  
Brighthouse Library Board Room

**Board Present:**

Caty Liu, Chair  
Denise Hui, Vice Chair  
Ashley Sandhu (Virtual Attendance)  
Angeline Singh  
Jennifer Gervès-Keen  
Sherine Merhi (Virtual Attendance)  
Yvonne Yong (Virtual Attendance)  
Michael Wolfe, Council Liaison

Susan Walters, Chief Librarian and  
Secretary to the Board

**Staff Present:**

Anne Bechard  
Charles Leung  
Eva Yu  
Lucy Fox  
Shaneena Rahman

**Friends of the Library:**

Debby Newton

**Guests:**

Vea Coronado, BCLTA

**1. Call to Order and Welcome**

The meeting was called to order at 6:05 pm, with C. Liu providing the welcome and introducing V. Coronado, the Executive Director at BCLTA.

**2. Approval of Agenda**

Item 6.0e and its accompanying motion were added to the agenda.

MOVED: THAT the agenda be approved as presented.

A.Singh/J. Gervès-Keen.....CARRIED

**3. Business Section**

(a) Approval of Meeting Minutes

MOVED: THAT the minutes of the regular meeting of June 26, 2024, be approved as presented.

J. Gervès-Keen/D.Hui.....CARRIED

(b) Business Arising

None.

(c) Correspondence

- i. June 26, 2024 – Letter from Ministry of Municipal Affairs, Public Libraries Branch re: 2024 Public Library Grant Award Letter.  
No inquiries.
- ii. July 24, 2024 – Letter from RPL to Mari Martin, Ministry of Municipal Affairs, Public Libraries Branch re: 2024 Public Library Grant Award Letter  
No inquiries.

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#### 4. Presentations

(a) BC Library Trustees Association (BCLTA) Priorities and Resources

BCLTA confirmed its commitment to enhancing support for the learning development of Trustees (e.g., the recent Library Governance Series) and strengthening partnerships and advocacy at the provincial level with the Ministry and Public Libraries branch. Moving forward, the organization will focus on succession planning and establishing internal structures for future committees and advisory groups; they are seeking feedback on customizing courses for different library landscapes and making resources available asynchronously.

Trustees discussed the potential value of online forums and gathering ideas outside of Board meeting times.

V. Coronado left the meeting at 6:21pm.

#### 5. Community

(a) Councillor's Report

Cllr. Wolfe shared the City's ongoing relationship-building with Musqueam and that a Committee has come together to survey and plan for the future of the First Nations longhouse; a report and recommendation will go to City Council by the end of the year. Options for the future of the Richmond Museum will also be presented to Council by the end of the year.

Cllr. Wolfe noted that Hamilton residents continue to inquire about a future library in the area. Library staff noted that possible community amenity space identified in the Hamilton Area Plan was ultimately determined to be a better fit for a community policing service. Library staff and Board are aware of the need in the community, and will continue to consider other options; once the library's mobile van is available, it will also support library needs in Hamilton.

Cllr. Wolfe also shared the community's positive response to the quick hold turnaround time at the library. Library staff confirmed the unavailability of the Libby app on Kindle due to cross-border privacy protections. Trustees discussed the Palace Project digital platform, in development and currently being piloted at some Canadian libraries.

(a) Friends of the Library (FOL) Report

D. Newton shared that the most recent book sale was a success. The next Whale of a Book Sale, will be in March 2025. The FOL is also discussing succession planning.

(b) Summary of Customer Comments

None.

#### 6. Board – Items for Decision and/or Discussion

(a) 2024 Q2 Financial Update

None.

(b) Preliminary 2025 Draft Operation and Capital Budget

MOVED: THAT the Richmond Public Library Board approve the Finance Committee's recommendation to submit the 2025 Draft Operating and Capital Budget to the City of Richmond.

J. Gervès-Keen/A. Singh.....CARRIED

(c) Trustee Recruitment Committee Eligibility

The City will share its application process in the coming weeks for Trustees who are eligible for reappointment. Y. Yong will not be seeking reappointment; two vacancies will be filled in the upcoming library board recruitment.

J. Gervès-Keen, A. Singh, and A. Sandhu joined the Trustee Recruitment Committee.

(d) September Board Meeting Shift to September 18

Trustees confirmed change of date for the next meeting. C. Liu noted that she will attend remotely in October.

(e) Utilization of Provision Funding and the Corresponding Motion

Two renovations to Brighthouse library (IT and marketing workspace, and administration offices) have already been approved by the Finance Committee. Currently, IT and marketing staff are located in temporary areas at Brighthouse library, so the renovation will not disrupt their work; administration staff will be moved temporarily to other areas in administration.

Staff noted that furnishings, fixtures and equipment are not part of the request for the administration renovation as these items are already in place and that the marketing and IT touchdown space in the proposal would be used for collaboration among teams.

MOVED: THAT the Richmond Public Library Board approve the Finance Committee's recommendation to utilize up to \$350,000 from IT Infrastructure Provision and up to \$360,000 from Library Enhancement Provision to support two facility renovation projects at the Brighthouse Library.

A.Singh/J. Gervès-Keen.....CARRIED

**7. Standing Items**

(a) Roundtable Discussion

None.

A. Singh left the meeting at 6:56pm.

(b) Steveston Community Centre and Library

Monthly meetings are being hosted with the operational committee. The story behind the project can now be found on the City of Richmond website here: [Steveston Community Centre and Library story map](#).

(c) InterLINK Report

None.

(d) Finance Committee

None.

(e) Fund Development Committee

None.

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(f) Governance Committee (Y.Yong)

i. B-GOV-01.3 – Trustee Roles and Responsibilities Policy

Committee members noted that the revised policy now clearly lays out the role and time commitment of Trustees and includes information on truth and reconciliation.

A. Singh rejoined the meeting at 7:02pm.

Trustees discussed adding the policy to the website given upcoming Trustee recruitment; the Committee noted that the navigation of all policies on the site hasn't been finalized yet. Trustees decided to hold on publishing to the website until that framework and further policies are finalized. Instead, the policy will be sent to shortlisted candidates.

C. Liu noted that attendance expectations were not listed in the policy, and Trustees agreed that this should be added to the policy before approval. Once completed, updated copies will be shared with Trustees for a virtual motion, prior to the next Board Meeting.

Cllr. Wolfe left the meeting at 7:07pm. He returned at 7:08pm.

**8. Chief Librarian's Report**

S. Walters shared that almost 3,700 children have registered for the Summer Reading Club. Recruitment is also ongoing for three exempt positions, and onboarding for several other positions within the library is scheduled for August. City HR is supporting exempt staff managing the recruitment process.

**9. Operations**

(a) Community Development and Service Design

None.

(b) Collections and Customer Service Delivery

Staff explained that the Special Collection on Chinese Culture will be available to the public in phases, initially starting with the Art section. The Special Collection room will be set up through August 2024, and a staff working group will plan how the service will look, in preparation for a fall launch.

(c) Customer Experience and Community Branch Services

None.

(d) Innovation and Learning Development

None.

(e) Information Technology Operations

None.

(f) Marketing and Communications

None.

**10. Items Included for Information**

(a) Operational Statistics Q2 2024

None.

(b) Memorandum: Richmond Community Wellness Strategy (2018-2023)

None.

(c) BC SRC Finale: Sunday, September 8, 1:30-2:15pm

All Trustees are invited to attend, and Council will be invited closer to the date; Mayor Brodie has confirmed attendance and will be speaking. A. Singh offered to speak on behalf of the Board.

(d) National Day for Truth and Reconciliation: Monday, September 30

Staff noted that the library will be open on National Day for Truth and Reconciliation from 10:00am to 4:00pm. Jody Wilson-Raybould will also be speaking at a library event on September 23; the event location is being finalized with staff, and livestream capabilities will be explored.

**11. Other Business**

(a) 2024 Board Recruitment

The application for reappointment will be available in August.

**Next Meeting**

The next Regular Board meeting is scheduled for **Wednesday, September 18, 2024, at 5:30pm.**

**Adjournment**

There being no further business, the Chair declared the meeting adjourned at 7:28 pm.

CHAIR



CHIEF LIBRARIAN



