
WEDNESDAY, OCTOBER 30, 2024
5:30PM - 7:30PM
Brighthouse Library Board Room

Board Present:

Caty Liu, Chair (Virtual)
Denise Hui, Vice Chair
Ashley Sandhu
Angeline Singh
Sherine Merhi

Staff Present:

Anne Bechard
Charles Leung
Eva Yu
Kevin Samara
Shaneena Rahman

Susan Walters, Chief Librarian and
Secretary to the Board

Friends of the Library:

Debbie Newton

Regrets:

Councillor Au, Yvonne Yong and Jennifer Gervès-Keen

Guests:

Wendy Jang, Coordinator of Collections

1. Call to Order and Welcome

The meeting was called to order at 5:42pm, with C. Liu providing the welcome. Noting that quorum had not been met, C. Liu shifted the meeting to begin with item 5.0b, the Friends of the Library (FOL) report, to be followed by 4.0a, the presentation by staff.

2. Approval of Agenda

A correction to the date of the e-Motion being presented was noted as it was circulated via email on October 20, 2024.

MOVED: THAT the agenda be approved as amended.

A. Sandhu/S. Merhi.....CARRIED

D. Newton left the meeting at 5:50pm.

W. Jang exited the meeting at 6:00pm.

A. Singh joined the meeting at 6:01pm.

3. Business Section

(a) Approval of Meeting Minutes

MOVED: THAT the minutes of the regular meeting of September 18, 2024, be approved as presented.

D. Hui/A. Singh.....CARRIED

(b) Business Arising

October 23, 2024 – e-Motion Approved: THAT the Richmond Public Library Board adopt the B-GOV-02 Library Board Policy as presented through email on October 20, 2024.

(c) Correspondence

None.

4. Presentations**(a) Special Collection on Chinese Culture**

W. Jang, the Coordinator of Collections, presented the update on the Special Collection room in preparation for the opening of the Chinese Art Collection for public in-library use. A marketing strategy has been developed to ensure promotion and awareness of the collection and tours will also be provided to interested groups. Preparations continue for a launch potentially at the end of December, contingent on the arrival of the furnishings and the space branding being completed. Initially, the space will open three days per week for four hours and a number of staff have been identified to participate in offering service on those days.

5. Community**(a) Councillor's Report**

None.

(b) Friends of the Library (FOL) Report

D. Newton noted that the FOL AGM would be held in the Brighthouse Board Room on Saturday, November 16 at 10:30am (registration at 10:00am). The executive will provide their updates as well as presenting the financials and will vote on the 2024 Wish List. D. Newton shared appreciation for E. Yu and S. Rahman for their support. She also noted that the AGM is a great opportunity to connect with new and longstanding FOL volunteers in addition to renewing your membership, a great value at \$5.00 for the year.

(c) Summary of Customer Comments

No questions.

6. Board – Items for Decision and/or Discussion**(a) Q3 2024 Operating Statement**

C. Liu thanked E. Yu for preparing the financial statement. D. Hui asked what the line referring to fines covers as the library is fine free and staff shared that this item covers fines for holds not picked up as well as the replacement costs of damaged and lost books and materials.

7. Standing Items**(a) Roundtable Discussion**

C. Liu shared that she attended the InterLINK succession planning workshop presented by A. O'Shea of Craft Strategic and found it very informative. A. Singh, D. Hui and J. Gervès-Keen attended the Jody Wilson-Raybould presentation and thanked staff for providing the community with such a great opportunity.

(b) Steveston Community Centre and Library (D. Hui)

D. Hui shared that the existing facility will be decommissioned approximately 8 months earlier than originally planned. This means that on-site services will be reduced for that period of time; redirected to other locations or adjacent to the site but in much smaller, temporary space. The benefits of doing this include opening the new facility with all site amenities in place, including the plaza, parking, landscaping and more.

(c) InterLINK Report

S. Merhi shared that InterLINK is extending their strategic framework and working with Natalie Hill of SPUR Communication.

(d) Finance Committee

See 6.0a.

(e) Fund Development Committee (D. Hui)

D. Hui shared that the committee is working on their annual donor appreciation letter. The committee is on track to send out the annual campaign letters in mid-late November.

(f) Governance Committee

None.

8. Chief Librarian's Report

The City of Richmond held its Diversity Symposium this week and yesterday, librarian G. Dunnill and community partners presented on the 2024 Express Yourself! program which was an inclusive art series aiming to create a safe space for youth to explore their sense of self-identity through art, honouring neurodiversity and the differences and similarities between us all. The presentation was well-attended and participants were excited to learn some best practices for inclusive programming.

At a recent workshop, Colin Pennier, the City's Manager of Indigenous Relations, presented and highlighted the work he is doing on building relationships between the City and the Musqueam Nation. Library staff will be inviting Colin to speak to the Library Board in 2025.

9. Operations

(a) Collections and Discovery Services

No questions.

(b) Community Development and Service Design

No questions.

(c) Customer Experience and Community Branch Services

No questions.

(d) Innovation and Learning Development

No questions.

(e) Information Technology Operations

No questions.

(f) Marketing and Public Relations

No questions.

10. Items Included for Information

(a) Operational Statistics Q3 2024

A trustee inquired about the number of library cards and if that included families who use multiple cards. It was noted this is likely. Managing multiple library cards for family members can be challenging but now that the library is fine free, we are hoping to increase individual card registration and look at ways to support family card management.

In January 2025, the library will review inactive cardholders and reach out to verify if they wish to maintain their membership as cards that are inactive for three years will be purged, a process that post-pandemic had been put on hold.

(b) Islamic Art Experience: Sunday, November 24, 12:00-4:00pm

The board was requested to RSVP. S. Merhi offered to represent the board as Master of Ceremonies.

(c) Long Service Awards: Wednesday, November 27, 3:00pm

C. Liu and D. Hui shared how much they have enjoyed this event, celebrating the long service of library staff. Some trustees noted their interest in attending and will confirm with S. Walters. Library leadership will also be present at the event.

11. Other Business

None.

Next Meeting

The next Regular Board meeting is scheduled for **November 27, 2024, 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 6:40pm.

CHAIR  _____

CHIEF LIBRARIAN  _____