

RICHMOND PUBLIC LIBRARY BOARD

REGULAR MEETING

Wednesday, October 26, 2016

Present: Simon Tang, Chair
Susan Koch, Vice Chair
Traci Corr
Diane Cousar
Chaslynn Gillanders
Robin Leung
Alexa Loo, Alternate Council Liaison (left at 6:00 pm)
Jordan Oye
Arseniy Shchedrinskiy

Greg Buss, Chief Librarian and Secretary to the Board
Susan Walters, Deputy Chief Librarian

Regrets: Chak Au, Council Liaison

ACTION

1. Call to Order

The meeting was called to order at 5.30 pm.

2. Approval of Agenda

MOVED: That the agenda be approved as presented.

LEUNG/CORR.....CARRIED

EDUCATION SESSION

3. (a) An outline of educational session topics was included.

(b) The Refocused Seniors Services Plan was included.

(c) The Refocused Seniors Services Plan Charter was included.

Lee Anne Smith presented the Seniors Services Plan 2016-18. The term "seniors" is defined in two ways: older adults aged 55 to 70 and seniors 70+. Lee Anne noted that life expectancy in Richmond is 84.9 years, which is higher than the national average.

There are 53,680 seniors in Richmond now, and this demographic is expected to increase 195% by 2036, to approximately 104,676 seniors.

The 55-70 cohort are generally in good health, active and busy, looking for meaningful volunteer opportunities. They have a higher technical proficiency and expectation of assistance, are still working or semi-retired and will be a significant caregiver to partner, parents or grandchildren.

The 70+ cohort generally have a lower level of comfort with technology, have decreased mobility and experience hearing and vision loss. They generally use the library's traditional services more.

Lee Anne described the Seniors Services Plan goals to: engage and consult with seniors, communicate, prepare for population growth, support active aging, provide volunteer opportunities that will make a difference, reduce social isolation and

ACTION

demonstrate the social value of seniors.

The Seniors Services Plan will generate qualitative data through surveys, an evaluation of Home Services and revised program evaluation forms.

BUSINESS SECTION

4. Approval of Minutes

MOVED: That the minutes of the regular meeting of September 28, 2016 be approved as presented.

OYE/CORR.....CARRIED

5. Business Arising

None.

6. Correspondence

(a) A letter dated October 7, 2016 to the Select Standing Committee on Finance and Government Services was include.

(b) A letter dated October 12, 2016 to Bill McNulty was included.

COMMUNITY

7. Report from Councillor

Councillor Loo noted that a residential development in the Capstan area has been approved and will include 49 affordable units. While some distance from the library, residential developments in that area may affect library usage.

8. Report from the Friends of the Library

(a) The 2016 Donation report and 2017 Wish List was included.

(b) A status report of FOL funds was included.

Betsy Blair announced that the October 1st/2nd sale raised \$13,970. The Friends of the Library AGM will take place on November 19th, and Friends will review the wish list to determine how to spend the approximately \$30,000 raised in 2016.

9. Customer Comment Forms

A summary of comments was included for information.

BOARD

10. Items for Decision/Discussion

(a) Notes of the special meeting on October 12, 2016 were included.

(b) Based on the special meeting, staff produced the draft Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding which was presented on table. Staff have forwarded this draft to City of Richmond staff for inclusion on an upcoming General Purposes meeting agenda. When the date is confirmed, Greg will inform the Board.

(c) The 2016 Recruitment Committee reviewed all applicants and completed six interviews. The recommendation to Council was submitted. Council will make announcements as soon as possible.

(d) The Board reviewed the Trustee Recruitment process and noted no comments, feedback or suggestions for improvement at this time.

- i) 2016 interview questions were included.
- (e) The Chair made the first call for Trustees interested in standing for 2017 Chair and Vice Chair. Interested Trustees were encouraged to contact the Chair or the Chief Librarian.
- (f) The draft 2016 Self-Evaluation Survey was attached for comment. A link to the survey will be sent immediately after the meeting and results presented at the November meeting.

ACTION

STAFF: Deploy survey.

INTERLINK**11. InterLINK Report**

No report.

BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION**12. British Columbia Library Trustees Association Report**

Susan Koch reported the BCLTA meeting is next week.

- (a) The October 2016 Bulletin was included. Greg noted that the Libraries Branch strategic plan update is expected soon.

STAFF OPERATIONS**13. Deputy Chief Librarian's Report**

Susan reported on hiring highlights over the past month, including filling a Digital Services Technician posting, recruiting auxiliary Librarians, Customer Service Clerks and Bookshelvers, and posting full time positions for a Customer Service Clerk and Marketing and Communications Technician.

- (a) Susan reported that the second staff survey will be distributed October 27th and close November 6th. Results will be reported on November 30th.
- (b) Susan reported that the OLA Super Conference (February 1 to 4, 2017) will be an excellent learning and networking opportunity. Several senior staff will attend. Susan suggested that the Board might consider attending.

Staff: deploy survey and compile results

Staff: Send reminder when registration opens.

14. Program Reports

- (a) Lee Anne Smith's report on Adult Programs and Events and Outreach was included. Lee Anne noted that language programs have been separated out.
- (b) Melanie Au's report on Children and Family Services Programs was included. Melanie reported that the Author events show a growing relationship with authors, publishers and local groups. The Early Years Centre project website will link directly to the library.

The Board asked how many parents are asking about the new BC curriculum?

Melanie reported that we haven't had many queries from parents, but there isn't a lot of parent education out there yet.

ACTION

15. Project Report

- (a) Stephanie Vokey's report on the communication plan for Launchpad renovations and relaunch was included. The plan will keep staff informed and the public aware of movements.

Susan noted that she is meeting with the architect tomorrow. Final designs are expected next week and will be shared. The construction project should take place in November and December and open in January.

Stephanie also presented the graphic of a full page ad that will run in the Richmond News on Friday. This ad is part of a series.

16. 2016 Third Quarter Report

- (a) Bob McGall's Third Quarter Financial report was included. Bob noted that the one-card grant came in far less than expected. Revenues will be down and so will salaries and benefits.

Greg noted that there is some benefit to having a small surplus, as that gives us the flexibility to fund projects like the Launchpad.

The Board asked if we know what causes Full Time salaries to be low. Is there an underlying issue? Greg noted that it is part of the regular staffing process.

- Leaves of absence for sick leave or maternity leave can't be anticipated.
- There are often gaps between posting and filling positions. We hire for the right fit and are willing to wait for that – recruiting the right people sometimes takes time and full time positions remain vacant for longer than anticipated.

ITEMS FOR INFORMATION

17. Simon, Traci and Greg attended the Civic Appreciation event on Tuesday, October 4th at City Hall Atrium. It was a great chance to network.
18. Councillor McNulty, Robin and Chaslynn attended the RPL is 40! Event on October 21st. There were lots of activities for children and staff handed out cupcakes. Councillor McNulty delivered a well-received speech.
19. Tickets for the Richmond Chinese Community Society fundraising dinner were distributed.
20. The annual Celebrate with Books Donation Opportunity was included. The Board noted that the red flyer could be amended to include more visible information on making a specific recommendation, receiving a donation receipt and requesting a book plate, and to add requesting celebrating with a digital donation.
- Greg noted that for the past two years the Board pooled their donations for a specific item. Staff will prepare suggestions for this year and bring to the next meeting.
21. Susan Koch will host this year's Board Social event in her home. The Board suggested December 1, 2 or 3 as potential dates. Staff will poll the Board and select the date most can attend.

STAFF: update this donation opportunity.

STAFF: Prepare Board donation suggestions.

STAFF: Poll Board for best date.

ACTION

22. The Board Calendar and Work Plan were provided for information

OTHER BUSINESS

None.

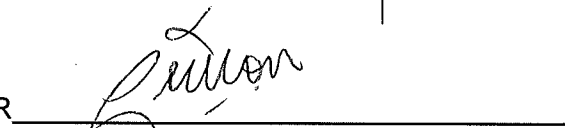
NEXT MEETING

The next Regular Board meeting is scheduled on **Wednesday, November 30, 2016.**

ADJOURNMENT

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

CHAIR



CHIEF LIBRARIAN

