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**WEDNESDAY, APRIL 18, 2018**

5:30 p. m. to 7:15 p. m.

Administration Boardroom

Guests: Ms. C.J. James, Partner, Audit, KPMG  
Ms. Aanu Adeleye, Senior Manager, Audit, KPMG  
Mr. Bill Duval, Negotiator, Regional Employers Services (Closed Meeting)

1. Call to Order
2. Approval of Agenda

**BUSINESS SECTION:**

3. Presentation of Financial Statements
  - (a) Audit Findings Letter On Table
  - (b) Management Representation Letter On Table
  - (c) Draft Financial Statements On Table
  - (d) Draft Report to City Council Finance Committee On Table

**RECOMMENDED MOTION**

*That the Richmond Public Library Board approve the Draft 2017 Financial Statements as presented and staff be directed to complete the report to City Council Finance Committee*

4. Approval of Meeting Minutes
  - (a) Regular Meeting Minutes of March 14, 2018 Attached
5. Business Arising  
None.
6. Correspondence  
None.

**EDUCATION SESSION:**

7.
  - (a) Education Session List of Topics Attached
  - (b) Library Revenue Sources (*Stephanie Vokey and Susan Walters*) Attached

**COMMUNITY:**

8. Report from Councillor Attached
9. Report from Friends of the Library (*Debby Newton*)
  - (a) Receipt from Richmond Community Foundation dated March 15, 2018. Attached
10. Summary of Customer Comments Attached

**BOARD:**

11. Items for Decision and/or Discussion  
None.

**INTERLINK**

12. InterLINK meeting Report (*Traci Corr*)  
(a) Audited Public Library InterLINK Financial Statements Attached

**BC LIBRARY TRUSTEES ASSOCIATION**

13. BCLTA Report (*Arseniy Shchedrinskiy*)  
(a) Governance Forum Attached

**STAFF OPERATIONS:**

14. Chief Librarian's Report
15. Staff Report with Brief Presentation  
(a) 2019-21 Strategic Plan Update (*Anne Bechard*) Attached  
(b) Analysis of 2018 Survey Findings (*Mark Ellis*) Attached  
(c) Kids' Place (*Kate Adams*) Attached
16. Staff Reports  
(a) Adult Programming (*Lee Anne Smith*) Attached  
(b) Children and Family Services (*Melanie Au*) Attached  
(c) Circulation and Merchandising (*Serena Griffin*) Attached  
(d) Collection (*Shaneena Rahman*) Attached  
(e) Community Services (*Anne Bechard*) Attached  
(f) Digital Services (*Cindy Ho*) Attached  
(g) Information Services (*Ping He*) Attached  
(h) Information Technology (*Mark Ellis*) Attached  
(i) Multicultural and Chinese Community Services (*Wendy Jang*) Attached  
(j) Social Media Activity January 1 to March 31, 2018 (*Stephanie Vokey*) Attached

**ITEMS FOR INFORMATION:**

17. Upcoming Advocacy Opportunities Attached
18. Board Calendar and Work Plan Attached

**OTHER BUSINESS:**

19. February CFLA – FCAB Executive Director's Report and March 26  
Communique (future reports will be posted to the Board's Blog) Attached

**NEXT MEETINGS:**

Regular Meeting	Regular Meeting
<b>Wednesday, May 30, 2018</b>	<b>Wednesday, June 27, 2018</b>
5:30 to 7:30 PM	5:30 to 7:30 PM

**ADJOURN:**

Closed Meeting to follow.