

WEDNESDAY, JANUARY 29, 2025
5:30PM - 7:30PM
Brighthouse Library Board Room

Board Present:

Denise Hui, Chair
Ashley Sandhu, Vice Chair
Councillor Michael Wolfe (Alternate)
Angelica Victoria
Angeline Singh
Caty Liu, Past Chair
Jacqueline Morrison
Jennifer Gervès-Keen
Sherine Merhi

Susan Walters, Chief Librarian and
Secretary to the Board

Regrets: Councillor Chak Au

Staff Present:

Anne Bechard
Charles Leung
Eva Yu
Kevin Samara
Shaneena Rahman

Friends of the Library:

Debbie Newton

Guests:

None

1. Call to Order and Welcome

The meeting was called to order at 5:36pm, with C. Liu providing the welcome and welcoming new trustees, A. Victoria and J. Morrison.

2. Approval of Agenda

MOVED: THAT the agenda be approved.

S. Merhi/J. Gervès-Keen.....CARRIED

3. Election of 2025 Board Chair and Vice Chair

The Board discussed the two positions and related responsibilities before nominating and appointing D. Hui as Board Chair and A. Sandhu as Vice Chair.

C. Liu turned the meeting over to D. Hui to chair.

4. Business Section

(a) Approval of Meeting Minutes

MOVED: THAT the minutes of the regular meeting of November 27, 2024, be approved.

A. Singh/C. Liu.....CARRIED

(b) Business Arising

None.

(c) Correspondence

The board discussed process around the reinvestment of the Richmond Community Foundation fund investment income. S. Walters and E. Yu provided historical and supporting information regarding the decision to reinvest.

5. Presentations

None.

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

Councillor Wolfe spoke to the transition for service providers including the Steveston Community Centre and Library staff during the demolition phase of construction which will take approximately 9 months. He also shared information regarding Richmond Community Grants, the Children's Arts Festival, new committee oversight on large facility projects and upcoming Hwy 99 closures.

(b) Friends of the Library (FOL) Report

The board noted their appreciation for the donation of \$45,000.00 from the FOL. D. Newton spoke to the benefits of FOL membership, monthly sales at Cambie Library assisting in reducing storage overflow, and the challenges of putting on the Thompson Book Sale (tentatively March 15/16) – it is a popular community event and a great way to move books among readers, but requires significant volunteer resources.

(c) Summary of Customer Comments

No questions.

7. Board – Items for Decision and/or Discussion**(a) 2025 InterLINK Provisional Budget**

S. Walters shared how federal funding cuts to the settlement sector have eliminated funding for the New to BC program. Richmond Public Library, along with several other InterLINK libraries and with the support of the Libraries Branch, will offer a scaled back version of the Library Champions component. The goal is to develop a successful pilot program over the next two years that is affordable for libraries of all sizes and support newcomers. Work will also continue to secure a reliable source of external funding.

MOVED: THAT the Richmond Public Library Board receives the Provisional 2025 InterLINK Budget as an item for information.

S. Merhi/J. Gervès-Keen.....CARRIED

(b) Executive Summary of the 2024 Preliminary Year End Financials

The board noted the value of identifying the rebranding project on the strategic plan timeline. Staff will action this item.

MOVED: THAT the Richmond Public Library Board approve the allocation of \$142,000 from General Operating Surplus to 2024 Capital Collections Budget.

A. Singh/C. Liu.....CARRIED

(c) Incident Reports: Statistics and Trends 2022-2024

The board discussed the decline in Incident Reports and the types of incidents that RPL staff are reporting. A. Bechard explained the process for reporting, the library's Code of Conduct expectations, and ongoing support for staff in responding to situations.

(d) 2024 Operational Statistics

The board discussed the reporting noting the value of key metrics such as digital card conversion to library membership, using age group metrics to tell a more impactful story, looking into overlaying

statistics with population growth, reporting on specific audience groups not necessarily tied to age but to use of services, and being able to demonstrate the life cycle of library use. Actioned for staff.

8. Standing Items

(a) Roundtable Discussion

The board discussed the idea of a youth advisory role given the number of high school applicants during the most recent trustee recruitment. Vantage Point, the City of Richmond's Youth Advisory Committee and Richmond Cares Richmond Gives have all had programs that support youth in leadership experience. Staff will reach out to partners to learn more and bring back to the board.

(b) Committee Appointments

The Board Chair made appointments to the various board committees and noted representation on external committees.

(c) Steveston Community Centre and Library

S. Rahman noted there are 37,000 items to be reviewed on condition and circulation. Popular materials will continue to be made available and older material will be shared with the FOL. Funding has been set aside to support new collections for the opening of the facility. During the closure, scaled back services will be available adjacent to the site.

The board enquired about permanent services in Hamilton. Both S. Walters and Councillor Wolfe confirmed that library space will be tied to growth and ideally collocated with an expanded community centre and school although development in the area may provide other opportunities.

S. Walters noted that RPL 2 Go mobile services will be another way to connect library services with different audiences in Hamilton.

(d) InterLINK Report

None.

(e) Finance Committee

None. See item 7.0b.

(f) Fund Development Committee

D. Hui shared that 26 donations were received after the two emails sent in December, one to existing donors and the other to all cardholders. The FDC will review this in more detail at an upcoming meeting.

(g) Governance Committee

J. Gervès-Keen acknowledged the work of past trustee Y. Yong and that the committee has several policies that should be able to come forward next month for board review and adoption.

9. Chief Librarian's Report

S. Walters noted that it has been a priority to communicate and implement the changes in the ratified Collective Agreement. Staff have been preparing a number of large programs/celebrations that will take place in February including Lunar New Year, Black History month and Freedom to Read Week, and getting closer to the launch of new services such as the Special Collection on Chinese Culture and the RPL 2 Go mobile service.

10. 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.

11. Items Included for Information

The board requested an update on the Community Connect Boxes. Staff will follow up.

12. Other Business

None.

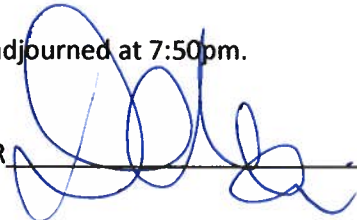
Next Meeting

The next Regular Board meeting is scheduled for **February 26, 2025, 5:30pm.**

Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:50pm.

CHAIR



CHIEF LIBRARIAN

