

**WEDNESDAY, FEBRUARY 26, 2025**  
**5:30PM - 7:30PM**  
Brighthouse Library Board Room

**Board Present:**

Denise Hui, Chair  
Ashley Sandhu, Vice Chair  
Angelica Victoria  
Angeline Singh  
Caty Liu  
Jacqueline Morrison  
Jennifer Gervès-Keen  
Sherine Merhi

Susan Walters, Chief Librarian and  
Secretary to the Board

**Staff Present:**

Anne Bechard  
Charles Leung  
Eva Yu  
Kevin Samara  
Shaneena Rahman

**Friends of the Library:**

Betsy Blair

**Guests:**

None

Regrets: Councillor Chak Au

**1. Call to Order and Welcome**

The meeting was called to order at 5:32pm, with D. Hui providing the welcome.

**2. Approval of Agenda**

Amendment was made by D. Hui to note a Special Closed Meeting to follow.

MOVED: THAT the agenda be approved.

A. Singh/S. Merhi.....CARRIED

**3. Business Section****(a) Approval of Meeting Minutes**

MOVED: THAT the minutes of the regular meeting of January 29, 2025, be approved.

J. Gervès-Keen/C. Liu.....CARRIED

**(b) Business Arising**

None.

*A. Victoria joined the meeting at 5:35pm.*

**(c) Correspondence**

In reviewing the fund statement, E. Yu noted a welcome external contribution received towards the library's endowment fund with Richmond Community Foundation. S. Walters will investigate further and report back.

**4. Presentations**

P. He presented on the importance of Freedom to Read (FTR) week in spreading awareness around the values and rights of intellectual freedom and freedom of speech. Her presentation included information on requests for reconsideration and how we share this information across libraries in Canada. The board engaged in discussion and provided kudos to staff for the FTR display at all libraries.

*The Board Meeting was interrupted by a fire alarm at 5:45pm. The facility was evacuated. The Fire Department confirmed it was a false alarm and the meeting resumed at 6:04pm.*

S. Rahman provided a tour of the Special Collection on Chinese Culture space, noting the work that has been done to date and plans for making the materials accessible for community use. The board shared their appreciation and the FOL requested a tour for their membership.

**6. Community**

**(a) Councillor's Report**

None.

**(b) Friends of the Library (FOL) Report**

B. Blair noted that the FOL Store is doing well and with more volunteers will be able to expand hours of service to meet community demand. The friends are busy preparing for the Thompson Book Sale on March 15/16 and are actively seeking volunteers to help with set up and take down.

**(c) Summary of Customer Comments**

No questions.

**7. Board – Items for Decision and/or Discussion**

**(a) 2024 Provincial Public Library Grant Report**

The board noted their support.

MOVED: THAT the Richmond Public Library Board endorse the 2024 Provincial Public Library Grant Report.

J. Gervès-Keen/A. Singh.....CARRIED

**(b) Draft 2025 Board Calendar and Work Plan**

The board discussed the continuance of 2024 work plan items – Board Development and Training, and Policy and Procedure Review – also noting the importance of advocacy and strengthening relationships at all levels of government and throughout the community, including the business sector. Trustees will consider training and development needs/interests and share back for group discussion.

The request for a minor edit to the footnotes on the 2025 Board Calendar was noted and made.

**(c) Revised Board Policies**

The board discussed some minor changes to policy wording and in order to provide time for further review, questions and comments, a motion to move the approval to e-voting was suggested. The revised draft policies will be circulated by email between March 2-5 with the vote being called on March 5.

MOVED: THAT the Richmond Public Library Board approve the Library Board Committees Policy and the Terms of Reference for the Governance Committee, Finance Committee and Fund Development Committee by e-vote.

J. Gervès-Keen/A. Singh.....CARRIED

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

J. Gervès-Keen shared that she will be representing the board on the selection committee for the interior public art at the new Steveston Community Centre and Library. She shared that she has begun preliminary investigations into having youth representation on the library board.

**(b) Committee Membership**

Confirmed.

**(c) Steveston Community Centre and Library**

None.

**(d) InterLINK Report**

S. Merhi shared that she and A. Victoria attended the training and first meeting of 2025, providing some meeting highlights. She also noted that InterLINK is working to update the governance structure and the recommended term on the Board is two years.

**(e) Finance Committee**

None.

**(f) Fund Development Committee**

None.

**(g) Governance Committee**

See 6.0b.

**9. Chief Librarian's Report**

S. Walters highlighted the successful collaboration between RPL and the City of Richmond (COR) in developing a program of resource navigation partnership initiatives to increase access to vital community-based services for people at risk of or experiencing poverty. In partnership with the COR, we have applied for provincial, federal and international awards. Staff will keep the board informed as to the outcome of the various award program decisions.

The library is also continuing to meet with the COR in regards to Amenity Cost Charges (ACCs) in relation to new facilities tied to growth. S. Walters will continue to report back.

**10. Operations****(a) Collections and Discovery Services**

The board was pleased to learn about Bibliothèque Numérique, a digital collection of French language ebooks and audiobooks.

**(b) Community Development and Service Design**

The board appreciated the update on the Community Connect Boxes and asked about DAISY readers and home services.

**(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 Communications

No questions.

**11. Items Included for Information**

None.

**12. Other Business**

None.

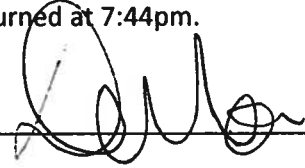
**Next Meeting**

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

**Adjournment**

There being no further business, the Chair declared the meeting adjourned at 7:44pm.

CHAIR



CHIEF LIBRARIAN

