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

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

Susan Walters, Chief Librarian and  
Secretary to the Board

**Regrets:** Councillor Chak Au, Caty Liu and Sherine Merhi

**Staff Present:**

Anne Bechard  
Charles Leung  
Shaneena Rahman  
Kevin Samara  
Eva Yu

**Friends of the Library:**

Debby Newton

**Guests:**

RPL Teen Ambassadors

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**1. Call to Order and Welcome**

The meeting was called to order at 5:33pm, with D. Hui providing the welcome and acknowledging RPL's Teen Ambassadors.

**2. Approval of Agenda**

MOVED: THAT the agenda be approved.

J. Gervès-Keen/A. Victoria.....CARRIED

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

MOVED: THAT the minutes of the regular meeting of February 26, 2025, be approved.

A. Singh/J. Gervès-Keen.....CARRIED

**(b) Business Arising**

March 5, 2025 – e-Motion carried: THAT the Richmond Public Library Board adopt the Library Board Committees Policy and the Terms of Reference for the Governance Committee, the Finance Committee and the Fund Development Committee as presented through email on March 3, 2025.

**(c) Correspondence**

None.

**4. Presentations**

L. Loeff presented on teen services with the support of four RPL Teen Ambassadors and Librarian G. Valleau. L. Loeff spoke to the important role that the library plays in supporting youth in our community and providing them with basic job skills such as punctuality, teamwork and time management. The teens shared the value of connecting with other like-minded youth and spoke to both the soft and hard skills they develop through their ongoing participation.

Metrics of note: RPL's original four teen volunteers in 2017 have grown to 34 teens in 2025, with at least one youth representing each high school in Richmond. Another notable stat is that in 2024, 115 teen volunteers committed to a total of 1,696 volunteer hours at RPL and 167 teens registered for library cards.

## 5. Community

### (a) Councillor's Report

None.

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

D. Newton shared that the Thompson Book Sale held on March 15 and 16 was a success, with an approximate profit of \$6,850.00. In comparison, Saturday sales at the Cambie FOL Book Store can yield up to \$400.00 per day. The Whale of a Book Sale requires significant oversight and manual labour to prepare approximately 800-900 boxes of books for sale. The executive will continue to review the value and return on time invested, noting many people in the community would be disappointed if the event was discontinued.

### (c) Summary of Customer Comments

No questions.

## 6. Board – Items for Decision and/or Discussion

### (a) Finance Committee Executive

A. Sandhu, J. Morrison and A. Singh met with KPMG on Friday, March 14, to review the library's 2024 audit and were pleased to share that there were no concerns from the auditors and that this was a clean audit.

E. Yu presented the Finance Committee with staff recommendations in regards to the 2024 Surplus as well as a brief overview of all library stabilization accounts.

The board asked what *2(h) works of art, and cultural and historical assets* in the financial statements might relate to. E. Yu confirmed that this specifically relates to items with cultural and historical value that are not actively used in library operations and therefore are not recorded as assets.

MOVED: THAT the Richmond Public Library Board approve the 2024 Financial Statements as presented, and that staff be directed to complete the report to City Council Finance Committee.

A. Singh/J. Morrison.....CARRIED

MOVED: THAT the Richmond Public Library Board approve the allocation of \$360,000 from General Operating Surplus as follows: \$260,000 to 2025 Library Operating Budget and \$100,000 to Library Enhancement for future projects.

J. Morrison/A. Singh.....CARRIED

### (b) Board Policy

J. Gervès-Keen presented the Trustee Recruitment Committee Terms of reference for Board adoption.

MOVED: THAT the Richmond Public Library Board adopt the Terms of Reference for the Trustee Recruitment Committee.

A. Victoria/J. Morrison.....CARRIED

(c) Board Representation for Upcoming Events and Programs

A. Bechard shared information on two upcoming events where board representation is requested. J. Gervès-Keen and J. Morrison volunteered to support the Teen Very Short Story Adjudication Panel and D. Hui and A. Singh will represent the board at the Volunteer Recognition event.

**7. Standing Items**

(a) Roundtable Discussion

J. Gervès-Keen shared that at a recent International Women's Event there were three questions all about libraries. MP J. Kwan, MLA N. Sharma and MLA J. Whiteside shared their interest in visiting public libraries to see firsthand the important work taking place. J. Morrison shared that the BCLTA training she has participated in has been a great way to connect with other trustees in addition to identifying the importance of liability insurance.

(b) Steveston Community Centre and Library

D. Hui shared that there had been a meeting on March 6 to confirm that the architect is on point for interior design and this work now shifts to be with staff (operational decision making). It was noted that the interior public art has been confirmed and will be presented to Council at a meeting on April 29. S. Rahman provided an operational update on temporary relocation and key dates. If you drive by the site you'll see that the space allocated to the new library is taking shape.

(c) InterLINK Report

None.

(d) Finance Committee

See 6.0a

(e) Fund Development Committee

None.

(f) Governance Committee

See 6.0b.

**8. Chief Librarian's Report**

S. Walters highlighted changes to the Operations Reports. These changes are intended to improve the sharing of information, establish a structure for teams to collaboratively report on a shared project, focus staff time on reports that matter, reflect critical thinking, link supporting resources, identify risks and note pivots, note if a board decision is needed, and ultimately, ensure that staff see how their daily work contributes to the realization of the strategic plan.

April is the first meeting where we will report back on strategic plan progress. Memorandums will capture priorities and operationalized work plan item(s) accomplished. Board feedback on these changes is welcomed.

The impact of retaliatory 25% book tariffs could have a significant budget and access impact if they go ahead on April 2. Staff will report back on learnings.

The Canadian Urban Libraries Council spring meeting will be held in Kelowna April 28-29. It is one of the best ways to connect with leaders of Canada's largest public libraries and address common issues.

**9. Operations****(a) Patron Point Launch Project Report**

No questions.

**(b) Human Library Project Report**

No questions.

**(c) Library Operations Highlight Report**

No questions.

**10. Items Included for Information**

The board was invited to attend the Writer in Residence event, welcoming Taslim Jaffer, that will be held April 5 at 1:00pm in the Cultural Centre Annex Living Room.

**11. Other Business**

None.

**Next Meeting**

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

**Adjournment**

There being no further business, the Chair declared the meeting adjourned at 7:11pm.

CHAIR

CHIEF LIBRARIAN