

WEDNESDAY, JUNE 26, 2019**5:30 - 7:30pm**Board Present:

Robin Leung, Chair
Traci Corr, Vice-Chair
Caty Liu
Chaslynn Gillanders
Danielle Lemon
Denise Hawthorne
Denise Hui
Jordan Oye
Linda McPhail, Council Representative

Staff Present:

Anne Bechard
Christi Hrabowsky
Iris Lee
Lee Anne Smith
Mark Ellis
Shaneena Rahman
Stephanie Vokey
Victor Lai
Cindy Ho

Friends of the Library:

Debby Newton

Susan Walters, Chief Librarian and
Secretary to the Board

Regrets:

Kelly Greene

1. Call to Order and Land Acknowledgement

The meeting was called to order at 5:30pm

2. Approval of Agenda

MOVED: That the agenda be approved as presented with the addition of items 6(d), (e), (f), and 11(a), and (b).

Corr/Hawthorne.....CARRIED

3. BUSINESS SECTION**(a) Approval of Meeting Minutes**

MOVED: That the minutes of the regular meeting of May 29, 2019 be approved as amended.

Hawthorne/Gillanders..... CARRIED

(b) Correspondence Included in the Meeting Materials Included:

(i) Letter and Certificate of Appreciation from CRA re: Community Volunteer Income Tax Program

(ii) Letter to BC Select Standing Committee on Finance re: 2020 BC Government Priorities

(iii) Letter to Mayor and Council re: Municipal Support for Increased Library Access to Digital Publications

(iv) Letter to MPs Joe Peschisolido and Alice Wong re: Federal Support for Increased Library Access to Digital Publications

S. Walters shared that the American Library Association Council just passed a resolution referencing CULC's efforts to bring awareness to the issue of licensing digital content (eBooks) from publishers. She also noted that MP Alice Wong has responded to the Library Board's letter and has asked for additional information.

(v) Letter from InterLINK re: 2018 Compensation cheque to RPL

4. EDUCATION SESSION

- (a) An outline of past and upcoming education session topics for 2019 was included for information.
- (b) Budget 101: The Basics (V. Lai)

V. Lai gave a presentation on RPL's annual budget preparation process and timelines, and how it is representative of both our strategic plan and our business plan. The draft budget for 2020 will be presented to the Board in July and submitted to the City's finance department in early September for further review and possible recommendations. A final draft budget is submitted to the Finance Committee for review in November and then to Council in late November/early December.

V. Lai also provided the breakdown of expenditures in RPL's budget and the 2019 tax dollar breakdown per average household in Richmond (approximately \$64) and clarified some of the accounting terms that are commonly used in the financial statements.

5. COMMUNITY

- (a) Councillor's Report

Councillor McPhail's written report was included for information.

She also reported on some other notable items including that:

- S. Walters and A. Bechard gave a presentation on the library and vulnerable youth to the Richmond Intercultural Advisory Committee on June 19 which was well received
- At the June 24 Council meeting, the UBCM resolution regarding restoring provincial support for libraries and the UBCM draft Cultural Harmony Plan 2019-2029 of which the library is a part of, were both adopted on consent

- (b) Friends of the Library Report

D. Newton reported that there is a mini book sale on July 27 at the Brighthouse branch and another one scheduled at the Cambie branch this summer.

- (c) Summary of Customer Comments Report

T. Corr spoke to the value of the library-led book club programs and gave S. Walters some customer comment forms.

S. Walters noted that staff recognize the popularity of the book clubs and are looking at how the library can expand the number of clubs and participants to support the community in making social connections. Staff are also reviewing the program goals to better assist people in starting their own book clubs and promote use of our book club collections.

6. BOARD:

- (a) Board Policies Review and Format

R. Leung asked the Board for ideas on how they would like to undertake a Board policy review. The Board deliberated and decided that forming a governance committee would be the most efficient process.

MOVED: THAT, the Richmond Public Library Board strike a governance committee to review the board policies and make recommendations to the Board for approval.

Hawthorne/Lemon.....CARRIED

The Board approved the following Trustees to form the Governance Committee:

Chair: R. Leung, Members: D. Lemon, C. Gillanders, T. Corr, D. Hawthorne, S. Walters (ex-officio).

(b) Future Board Professional Development

S. Walters asked the Board to provide some feedback on workshops. The Board agreed that some topics would be more beneficial if an outside facilitator led the workshop, while other sessions could be done in house.

The Board agreed that 3 facilitated workshops per year would be appropriate and that the purposes of them will be to create knowledge and awareness, not to be operational in nature. The Board will bring workshop topics to the July Board meeting for discussion.

R. Leung directed S. Walters to build this into the library's budget for the coming year.

(c) Board Communication of Information (i.e. Press Releases, etc.)

S. Walters noted that in September 2018 the Board decided to cease production of the media information package because it was time consuming to produce and was not forward looking. Advance information about programs, events and media mentions are shared with the Board in a number of ways. Additionally, all press releases are available on RPL's website and through a link on the Board blog. The Board agreed this was sufficient.

(d) Board Reports (Agenda item added by T. Corr)

T. Corr raised the issue that the Board does not currently have dedicated time at the meetings to have roundtable updates and discussions. She proposed that the Board could do this as a standing item each month. R. Leung noted that the Board must be mindful of privacy issues as this would become public record and would take up more time at the meetings. T. Corr noted that she has reviewed Roberts Rules of Order and that a roundtable discussion is in keeping with these rules.

S. Walters offered to research some examples of what other library Boards share in roundtables and bring it to the next meeting. T. Corr noted she will bring this forward to the July meeting. S. Walters will bring some examples of how other Boards note this section in their agendas.

R. Leung stated that a Board motion on this matter is not required.

(e) Agenda Format (Agenda item added by D. Hawthorne)

D. Hawthorne asked if the agenda can follow Roberts Rules of Order more closely for unfinished business under Business Arising after the approval of the minutes? She noted that this section was removed from the agenda for 2019.

The Board deliberated on Roberts Rules, past practices and library Board policy.

J. Oye asked if this is something that the Governance committee can consider. S. Walters will research the historical use of Business Arising and Other Business and bring information for decision to the Governance Committee.

(f) Additional Board Advocacy Opportunity (Agenda item added by D. Hawthorne)

D. Hawthorne enquired if there were any advocacy opportunities for the Board to participate in as part of Pride week.

A. Bechard and L.A. Smith noted that the library has many community events planned for Pride week and welcomed the Board to attend them in an unofficial capacity.

T. Corr advised the Board about the Community in Motion walk at Garry Point Park on July 13 and asked the Board if anyone would like to attend.

7. **INTERLINK REPORT**

None

8. **BCLTA REPORT**

C. Liu reported on the June 4 BCLTA Board meeting. Feedback from the BCLTA Summit was very positive. She also reported on some BCLTA advocacy activities including participation in the UBCM Trade show in September and that a BCLTA Board retreat has been scheduled for the fall.

The Library Partners provided a letter template and key message points for the #20Million2020 campaign to be sent to the Standing Committee on Finance and Government Services Consultations for Budget 2020.

9. **OPERATIONS**

(a) **Chief Librarian's Report** (*S. Walters*)

T. Corr asked S. Walters for an update on the Board's discussion regarding gender neutral bathroom signage from the May 26 meeting. S. Walters shared that she has participated in City discussions which continue to progress. More information will be shared when available.

Management Reports Included:

(b) **Community Engagement Report**

A. Bechard provided a report on 2019 projects related to the strategic goals of community, resources, and core services that her team will prioritize for the remainder of the year.

(c) **Customer Experience Report**

S. Rahman provided a report on developing and leveraging our resources and goals for RPL's review of its core services and expanding access to programs, services, and collections.

(d) **Finance and Facilities Report**

V. Lai provided a report on Budget 2020 preparations with the City's Financial Planning and Analysis team.

(e) **Human Resources Report**

(i) I. Lee provided a report on RPL's updated organizational structure and the City's Self-service system

(ii) I. Lee provided a report on the results on the Staff Survey noting that this report was sent to all staff on June 20

(f) **Information Technology Report**

M. Ellis provided a report on the telephone system replacement project with City IT.

Staff Operations Reports Included:

(g) Innovation and Learning Development (*L.A. Smith*)

(h) Collections and Customer Service Delivery (*W. Jang*)

(i) Marketing and Public Relations (*S. Vokey*)

- (j) Information Technology Operations (*A. Chi*)
- (k) Adult and Seniors Services (*C. Lindsay*)
- (l) Digital Services (*C. Ho*)
- (m) Children and Family Services (*K. Adams*)
- (n) Content, Collections, and Discovery Services (*P. He*)
- (o) Circulation and Merchandising (*S. Griffin*)

10. ITEMS INCLUDED FOR INFORMATION

- (a) 2019 Board Calendar
- (b) 2019 Board Advocacy Opportunities
- (c) 2019 Board Work Plan

11. OTHER BUSINESS

- (a) Dr. Lee Special Collection Review (*Agenda item added by T. Corr*)

T. Corr asked to review the appraisals for the Dr. Lee Special Collections that were done in 2011. D. Lemon reiterated that the Board's role is to review and decide RPL Management's recommendation and then ratify it but not to make the actual decision.

S. Walters noted she is in the process of preparing a report with a recommendation for the Board to review at the July meeting. Given that there are privacy issues concerning some of the content in the appraisals, this information will be shared in an in-camera meeting.

Motion: That the RPL Board be provided with all relevant appraisal documents and have an in-camera meeting to discuss.

Corr/Hawthorne.....CARRIED

- (b) Truth and Reconciliation Report Sharing (*Agenda item added by T. Corr*)

T. Corr reviewed RPL's draft Indigenous Service Plan (ISP) and the Canadian Federation of Library Association's Truth and Reconciliation Report and Recommendations which were discussed at the RPL Board meeting on July 26, 2017.

A. Bechard replied that the draft ISP was updated in January 2019 to reflect the library's new Strategic Plan. The revised draft ISP has been sent to the Musqueam Nation for review. S. Walters will make the draft ISP available on the Board blog.

- (c) The motion passed at the RPL Board Workshop on June 15 regarding sending letters on behalf of the Richmond Public Library Board requesting support for increased library access to digital publications is as follows:

THAT, the Richmond Public Library Board directs the Chief Librarian to finalize and send the letters to Richmond City Council and local members of Parliament regarding the Federal advocacy in consultation with the RPL Board Chair and Vice-Chair.

Leung/Lemon.....CARRIED

NEXT MEETING

The next Regular Board meeting is scheduled for **Wednesday, July 31, 2019 - 5:30pm**

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:45pm

CHAIR

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CHIEF LIBRARIAN

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