

REGULAR MEETING OF THE FRASER VALLEY REGIONAL LIBRARY BOARD

Wednesday, October 21, 2015

FVRL Administrative Centre
34589 DeLair Road, Abbotsford, BC V2S 5Y1

Attendees from the Board

Mayor John Van Laerhoven, District of Kent (Chair)
Councillor Petrina Arnason, Township of Langley
Councillor Les Barkman, City of Abbotsford
Councillor Laura Dupont, City of Port Coquitlam
Director Maria Harris, Metro Vancouver
Councillor Jeannie Kanakos, Corporation of Delta
Councillor Gayle Martin, City of Langley
Councillor Sonja Reyerse, Village of Harrison Hot Springs
Councillor Chuck Stam, City of Chilliwack
Councillor Jenny Stevens, District of Mission
Mayor Wilf Vicktor, District of Hope

Regrets

Councillor Corisa Bell, City of Maple Ridge
Director Bill Dickey, Fraser Valley Regional District
Councillor Bill Dingwall, City of Pitt Meadows
Councillor Helen Fathers, City of White Rock

Attendees from Staff

Scott Hargrove, Chief Executive Officer
Nancy Gomerich, Director of Finance
Heather Scoular, Acting Director of Client Services
Cathy Wurtz, Director of Human Resources & Business Transformation
Irene Geng, Office of the CEO | Donor Relations (Recorder)
Pat Dawson, Library Manager—City of Langley & Port Coquitlam
Nicole Glentworth, Library Manager—Chilliwack & Upper Fraser Valley
Gillian McLeod, Library Manager—Delta
Courtney Novotny, Acting Deputy Manager—Mission Library & Outreach Services
Hilary Russell, Library Manager—Abbotsford
David Thiessen, Library Manager—Township of Langley & White Rock
Mary Kierans, Manager of Support Services
Devan Mitchell, Acting Deputy Manager—Information Technology & Finance

CUPE Local 1698

Dennis Neumann, Librarian

Guests

Connie Chapman, Customer Services Specialist
Chris Conroy, Events Specialist & Summer Reading Club Coordinator
Diana Marshall, Customer Services Specialist
Jo-Ann Sleiman, Community Librarian—Maple Ridge & Pitt Meadows

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1.00 CALL TO ORDER

Mayor John Van Laerhoven, Board chair, called the regular meeting of the Fraser Valley Regional Library Board to order at 9:22 am, following the *In Camera* meeting.

2.00 APPROVAL OF CONSENT AGENDA

It was **MOVED** Councillor Stevens, **SECONDED** Director Harris, **THAT** the consent agenda be approved as circulated.

CARRIED

15.10.21/01

Consent Agenda Approved

3.00 APPROVAL OF AGENDA

Councillor Kanakos asked to add a BC Library Trustees Association matter to the agenda. Councillor Martin asked to add a request from City of Langley for release of Municipal Surplus Reserves to the agenda. Chief Executive Officer Scott Hargrove asked to add 2016 Board meeting dates to the agenda.

It was **MOVED** Director Harris, **SECONDED** Councillor Dupont, **THAT** the agenda be approved as amended.

CARRIED

15.10.21/02

Agenda Approved as Amended

4.00 PRESENTATION

4.01 2015 Summer Reading Club Report

Heather Scoular, Acting Director of Client Services, and Christine Conroy, Events Specialist and SRC Coordinator, provided an overview of FVRL's 2015 Summer Reading Club program.

This past summer 20,341 people joined FVRL's Summer Reading Club and 21,369 attended Summer Reading Club programs—a 10% increase over 2014! Customers of all ages—from birth to adult—told stories of the transformative benefits they gained from participating. Summer Reading Club attracted new customers, raised awareness of library services, inspired families to read together, increased regular reading habits, and drew many returning participants. Summer Reading Club 2015 was a resounding success for individuals, families, and FVRL communities alike.

It was **MOVED** Councillor Kanakos, **SECONDED** Councillor Dupont, **THAT** the FVRL 2015 Summer Reading Club Report be received.

CARRIED

15.10.21/03

2015 Summer Reading Club Report Received

5.00 BUSINESS ARISING FROM THE MINUTES

5.01 **Proposed Policy: FVRL Member Library Service Level Increases and Reductions**

Scott Hargrove, Chief Executive Officer, in response to the Board's request introduced a slightly revised policy from the one brought forward at the September 16, 2015 Board meeting. The policy is designed to formalize the approach used when a FVRL member local government wishes to request increases or reductions in the direct revenue or expenses for its community's library services.

It was **MOVED** Councillor Martin, **SECONDED** Councillor Stevens, **THAT** the revised *FVRL Member Library Service Level Increases and Reductions Policy* as proposed October 21, 2015 be approved.

CARRIED

15.10.21/04

Policy Approved: Library Service Level Increases and Reductions

6.00 NEW BUSINESS

6.01 **RFID Implementation**

Heather Scoular, Acting Director of Client Services, explained how Radio Frequency Identification (RFID) tagging of FVRL's collection has expedited the efficient movement of materials throughout the system and enhanced staff's workflow. FVRL staff began tagging our existing collection 2012 and successfully completed RFID-tagging of the core collection at the beginning 2015—two years ahead of the originally forecast completion date! Less handling of materials by staff helps reduce repetitive strain injuries. Research about potential negative health effects from RFID and privacy issues concluded there is no cause for concern.

6.02 **Additional Gifts from Mona Allister in Honour of the Late William Allister**

Irene Geng, Office of the Chief Executive Officer | Donor Relations, highlighted the 2012 donation to FVRL of art valued at \$164,000 by Mona Allister from the estate of her husband and nationally acclaimed Canadian artist, the late William Allister. She then described Mrs. Allister's most recent gifts to FVRL: 30 sets of 2 prints depicting Samurai warriors; several dozen hard cover editions of William Allister's book, *Where Life and Death Hold Hands*; and multiple issues of September 1985 *Reader's Digest*, with William Allister's special feature titled, "Samurai and Cherry Blossoms: An Ex-POW Returns." In making these gifts to Fraser Valley Regional Library, Mona Allister expressed her trust and confidence in FVRL to be a wise steward and curator of his art, his contributions to Canada, and his legacy.

Board members expressed their sincere appreciation for the gifts and their significance.

It was **MOVED** Councillor Martin, **SECONDED** Mayor Vicktor, **THAT** a letter of thanks on behalf of the Board be sent to Mrs. Allister.

CARRIED

15.10.21/05

Letter of Thanks to Mrs. Mona Allister

6.03 **2016 Budget: Information Technology Long Term Capital Plan**

Nancy Gomerich, Director of Finance, provided a brief review of the long term capital plan for information technology that she had explained in greater detail at the September 16, 2015 Board meeting.

It was **MOVED** Councillor Dupont, **SECONDED** Councillor Kanakos, **THAT** the 2016 *Budget: Information Technology Long Term Capital Plan* be received.

CARRIED

15.10.21/06

Information Technology Long Term Capital Plan Received

6.04 **2016 Budget: Copier Long Term Capital Plan**

Nancy Gomerich, Director of Finance, explained the rationale for the change to the administration of copiers in FVRL locations. The Board agreed the recommended motions could be consolidated into one motion.

It was **MOVED** Councillor Dupont, **SECONDED** Councillor Stevens:

THAT a new component of the Asset Replacement Reserve—*Library Copier Component*—be established with the sole purpose of funding copier replacement requirements at member libraries;

THAT \$144,570—being the *One-time Copier Replacement Contribution*—be transferred from the members' Municipal Surplus Reserves (as detailed in Column C of Attachment A to this report) to the Asset Replacement Reserve—*Library Copier Component*, to be used to fund copier replacement needs at the respective member libraries;

THAT members be required to fund any negative/deficit balance in their respective Municipal Surplus Reserve resulting from the above transfer, if the balance is still in a negative/deficit position at December 31, 2018 (i.e. in three years);

THAT the 2016 Budget Member Assessment include the *Annual Copier Replacement Charge* for each member, totaling \$26,984 (as detailed in Column E of Attachment A to this report);

THAT the *Annual Copier Replacement Charge* for each member be transferred to the Asset Replacement Reserve—*Library Copier Component*—to be used to fund copier replacement needs at the respective member libraries;

THAT the 2017 and future Budget Member Assessment include an *Annual Copier Replacement Charge* determined based on the copier needs of that member's library and past contributions to the Asset Replacement Reserve—*Library Copier Component*;

THAT the 2016 copier replacement needs be funded from the Asset Replacement Reserve [i.e., Administrative Centre copiers: up to \$38,500 (being \$36,660 as detailed

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in Column A of Attachment A plus a 5% contingency); and member library copiers: up to \$105,500 (being \$100,355 as detailed in Column A of Attachment A plus a 5% contingency)]; and

THAT replacement of the Administrative Centre and member library copiers occur in fiscal 2015 if operationally possible.

CARRIED

15.10.21/07

Copier Long Term Capital Plan Approved

6.05 Proposed 2016 Budget

Scott Hargrove, Chief Executive Officer, and Nancy Gomerich, Director of Finance, introduced the proposed 2016 FVRL budget. This budget information had been shared with FVRL member directors of finance as well and their input had been received. The Board will be asked to make a recommendation regarding the proposed budget at the November 25, 2015 Board meeting, which will be conveyed to FVRL member local governments.

It was **MOVED** Councillor Kanakos, **SECONDED** Councillor Dupont, **THAT** the proposed 2016 budget be received.

CARRIED

15.10.21/08

Proposed 2016 Budget Received

7.00 OTHER BUSINESS

7.01 City of Langley Request for Municipal Surplus Reserve Funds

It was **MOVED** Councillor Martin, **SECONDED** Councillor Stam, **THAT** the request of the City of Langley to withdraw \$150,000 from the City of Langley Municipal Surplus Reserve to help pay for a portion of the City of Langley Library's 3M book sorting machine be approved.

CARRIED

15.10.21/09

City of Langley Municipal Surplus Reserve Funds

7.02 2016 Board Meeting Dates

It was **MOVED** Councillor Kanakos, **SECONDED** Director Harris, **THAT** the 2016 dates of regular FVRL Board meetings be January 27, February 24, May 25, June 22, September 21, October 26, November 23, and December 14 (if necessary), and **THAT** the annual Board Planning Days be held April 27 and 28, 2016.

CARRIED

15.10.21/10

2016 Board Meeting Dates

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7.03 **Request for BC Library Trustees Association**

It was **MOVED** Councillor Kanakos, **SECONDED** Councillor Arnason, **THAT** FVRL support a request that the BC Library Trustees Association consider providing opportunities that specifically support BC's regional libraries in best practices.

CARRIED

15.10.21/11

BCLTA Support for Regional Libraries

8.00 **AROUND THE TABLE**

Director Harris expressed her appreciation for the Board's acceptance of her twice-yearly attendance.

Councillor Arnason described the 85th anniversary celebration for FVRL held at Murrayville Library and how that sparked interest in FVRL's fascinating and progressive history.

Councillor Martin profiled the 85th anniversary celebration at City of Langley Library, which included a display of books that the City's councils enjoy. She also thanked the Board for the flowers sent by FVRL to honour her for 25 years as a councillor, a milestone celebrated by the Union of BC Municipalities at its September convention.

Mayor Van Laerhoven commended guests of honour for their milestone achievements recognized at the Employee Recognition Celebration and encouraged Board members, their colleagues and administrators to attend *Increasing Certainty in Uncertain Times: A Workshop for FVRL Local Governments* planned for November 26, 2015.

9.00 **QUESTIONS**

There were no questions.

10.00 **NEXT BOARD EVENT**

Increasing Certainty in Uncertain Times: Workshop for FVRL Local Governments

Thursday, November 26, 2015 - Ramada Plaza Inn and Conference Centre

11.00 **NEXT MEETING**

The FVRL Board will meet next:

Wednesday, November 25, 2015 - 9:00 a.m.

FVRL Administrative Centre

34589 DeLair Road, Abbotsford, BC V2S 5Y1

12.00 **ADJOURNMENT**

It was **MOVED** Councillor Stevens, **SECONDED** Councillor Arnason, **THAT** the meeting of FVRL Board be adjourned.

CARRIED

15.10.21/10

Adjournment

The meeting adjourned at 12:07 pm.