

APPROVED (Motion #10.09.22/01)

REGULAR MEETING OF THE FRASER VALLEY REGIONAL LIBRARY BOARD

Wednesday, June 23, 2010 — 9:00 a.m.

**FVRL Administrative Centre
34589 Delair Road, Abbotsford, BC V2S 5Y1**

Attendees from the Board

Mayor Peter Fassbender, City of Langley
(Chair)
Director Bill Dickey, Fraser Valley Regional
District
Councillor Simon Gibson, City of Abbotsford
Councillor Terry Gidda, District of Mission
Councillor Ken Huttema, City of Chilliwack
Councillor Linda King, District of Maple Ridge
Councillor Gayle Martin, Metro Vancouver
Councillor Bob Perry, Village of Harrison Hot
Springs
Councillor John Van Laerhoven, District of
Kent
Councillor Deb Walters, City of Pitt Meadows
Councillor Grant Ward, Township of Langley
Councillor Michael Wright, City of Port
Coquitlam

Regrets

Councillor Helen Fathers, City of White Rock
Councillor Anne Peterson, Corporation of
Delta
Councillor Ron Smith, District of Hope

Attendees from Staff

Rob O'Brennan, Chief Executive Officer
Mary O'Callaghan, Director of Corporate
Services
Scott Hargrove, Acting Director of IT and
Support Services
Rita Penco, Director of Client Services
Irene Geng, Executive Assistant to the Chief
Executive Officer (Recorder)
Caro O'Kennedy, Library Manager—Maple
Ridge & Pitt Meadows
Hilary Russell, Library Manager—Abbotsford
Gillian McLeod, Library Manager--Delta

CUPE Local 1698 Representatives

Laurie Dyck
Leanne Fruno

Guest

Bill Cox, BDO Canada LLP Chartered
Accountants and Advisors

REGULAR MEETING OF THE FVRL BOARD

Wednesday, June 23, 2010

Page 2

1.00 CALL TO ORDER

Mayor Peter Fassbender, Chair, called the regular meeting of the Fraser Valley Regional Library Board to order at 9:00 am.

2.00 APPROVAL OF CONSENT AGENDA

It was **MOVED** Councillor Huttema, **SECONDED** Councillor King, **THAT** the consent agenda be approved as circulated.

CARRIED

10.06.23/01

Consent Agenda Approved

3.00 APPROVAL OF AGENDA

Mayor Fassbender stated that Item 5.04 Reserve Request #1 From Delta has been withdrawn from the agenda at Delta's request.

It was **MOVED** Councillor Gidda, **SECONDED** Councillor Ward, **THAT** the agenda be approved as amended.

CARRIED

10.06.23/02

Agenda Approved

4.00 PRESENTATION

FVRL Auditor's Report

Auditor Bill Cox of BDO Canada LLP reported that FVRL has a clean audit for 2009. He explained that the new Public Sector Accounting Board (PSAB) rules, which are used by local municipalities, now also apply to FVRL and, as a result, some of the formatting, terminology, and reporting requirements have changed.

- One important and good change is that FVRL's books now are recorded as a tangible capital asset.
- He also explained that the new PSAB term "accumulated surplus" actually refers to the net of all FVRL resources, the vast majority of which is tied up in books and others assets and, therefore, cannot be spent.
- FVRL's net financial assets are an important indicator of financial health and show that FVRL is "in a pretty healthy financial position. Things are good."
- FVRL's materiality level for this audit could be as high as \$405,000 and, in actuality, was only \$1000—a very small number.
- The audit team checked FVRL for possible problematic activities and was satisfied that appropriate controls are in place.

It was **MOVED** Councillor Van Laerhoven, **SECONDED** Councillor Ward, **THAT** the 2009 auditor's report be received.

CARRIED

10.06.23/03

2009 Auditor's Report Received

5.00 **NEW BUSINESS**

5.01 **2009 Surplus Allocation to Reserves**

Mary O'Callaghan, Director of Corporate Services, explained the basis upon which the 2009 surplus allocations were proposed for FVRL reserves.

It was **MOVED** Councillor Van Laerhoven, **SECONDED** Councillor Ward, **THAT** the 2009 surplus be allocated as follows:

1. \$172,820.52 to the Municipal Surplus Reserves, as per Board policy;
2. \$300,000 to the Automation Reserve;
3. \$200,000 to the Collection Development Reserve;
4. \$100,000 to the Assets Replacement Reserve; and
5. \$25,614.44 to the Future Services Reserve.

CARRIED

10.06.23/04

2009 Surplus Allocation to Reserves

5.02 **Improving FVRL's Collection**

Scott Hargrove, Acting Director of IT and Support Services, gave an overview of the reasons for the proposed allocation of reserve funds to improve FVRL's collection.

It was **MOVED** Councillor Perry, **SECONDED** Councillor Walters, **THAT** \$150,000 from the 2010 Future Services Reserve be allocated to increase FVRL's 2010 Materials budget in order to address increased circulation and customer demand.

CARRIED

10.06.23/05

Reserve Funds for 2010 Collection

5.03 **Updating and Expanding Outreach Services**

Rita Penco, Director of Client Services, described the strategies necessary to grow Outreach Services.

Rob O'Brennan, Chief Executive Officer, noted the value of Outreach Services to FVRL and contrasted the existing processes with the proposed operational updates.

It was **MOVED** Councillor Gidda, **SECONDED** Director Martin, **THAT** \$160,050 from the 2010 Future Services Reserve be allocated to Outreach Services for purchasing an MP3 collection to replace audiocassette tapes; purchasing 70 Digital Access Information System (DAISY) players to lend out to new customers; and cataloguing both existing and new materials to integrate with FVRL's Millennium ILS.

CARRIED

10.06.23/06

Reserve Funds for Outreach Services

5.04 **Reserve Request #1 from Delta**

Withdrawn at Delta's request

REGULAR MEETING OF THE FVRL BOARD

Wednesday, June 23, 2010

Page 4

5.05 Reserve Request #2 from Delta

It was **MOVED** Councillor Ward, **SECONDED** Director Dickey, **THAT** the transfer of \$8,400 from the Corporation of Delta's Municipal Surplus Reserve be approved to provide a colour photocopier for George Mackie Library.

CARRIED

10.06.23/07

Delta Reserve Funds for Copier

5.06 Reserve Request from Abbotsford

It was **MOVED** Councillor Gibson, **SECONDED** Councillor Gidda, **THAT** the transfer of \$8,500 from the City of Abbotsford's Municipal Surplus Reserve be approved to fund an eight-week Library Technician position to assist with Summer Reading Club.

CARRIED

10.06.23/08

Abbotsford Reserve Funds for Library Technician

5.07 Marketing Update

Mary O'Callaghan, Director of Corporate Services, reported on new marketing initiatives, including an "opt in" e-newsletter for FVRL customers and a YouTube channel to post videos of FVRL programs, and the recent *Romancing the Customer* workshop for key supervisory staff offered insights into retail marketing strategies that can be applied to libraries.

It was **MOVED** Councillor Gibson, **SECONDED** Councillor Wright, **THAT** Mary O'Callaghan's marketing report be received.

CARRIED

10.06.23/09

Marketing Report Received

6.00 OTHER BUSINESS

There was no other business.

7.00 AROUND THE TABLE

Councillor Huttema reported on the key discussion topic of the latest InterLINK meeting he attended on behalf of FVRL.

Councillor Perry announced that Ted Tisdale, formerly Chief Administrative Officer of the City of Chilliwack, recently accepted the CAO position for the Village of Harrison Hot Springs.

Councillor Van Laerhoven offered accolades to Agassiz Library staff and Friends of the Library for a successful, profitable Quiz Night. He added that a Farmers Market has begun in Kent and received a positive community response.

REGULAR MEETING OF THE FVRL BOARD

Wednesday, June 23, 2010

Page 5

Councillor Ward described various events in Langley Township libraries that have been well attended and recent technology upgrades in response to customer needs and expectations.

Councillor King reported that all is going well in Maple Ridge's happy, busy library.

In Councillor Fathers' absence, Mayor Fassbender conveyed a message outlining recent events at White Rock Library, the profitable fundraising initiative of the Friends of the Library, and plans for the library's representatives to attend the local Farmers Market.

Mayor Fassbender reported that Langley City Library is flourishing with activities. He added that library updates are profiles on his Council's regular agenda, a feature which is especially worthwhile for televised council meetings. He also mentioned the recent Friends of the Library Appreciation Celebration held at Clearbrook Library to affirm the important volunteer efforts of Friends groups from throughout FVRL.

8.00 **QUESTIONS**

There were no questions.

9.00 **IN CAMERA SESSION**

9.01 **Move to *In Camera* Session**

It was **MOVED** Councillor Gibson, **SECONDED** Councillor Gidda, **THAT** the Board move to *In Camera* session.

CARRIED

10.06.23/10

Move to In Camera Session

9.02 **Ratify *In Camera* Decisions**

It was **MOVED** Councillor Gibson, **SECONDED** Councillor Huttema, **THAT** the decisions of the *In Camera* session be ratified.

CARRIED

10.06.23/11

In Camera Decisions Ratified

10.00 **FOR YOUR CALENDAR**

10.01 **Next Meeting**

The next regular meeting of the FVRL Board will be held:

Wednesday, July 28, 2010

9:00 am to 12 noon

FVRL Administrative Centre

Administrative Centre

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REGULAR MEETING OF THE FVRL BOARD

Wednesday, June 23, 2010

Page 6

10.02 2010 Employee Recognition Celebration

The Board of Fraser Valley Regional Library will host the 2010 FVRL Employee Recognition Celebration:

Thursday, September 16, 2010 – 6:30 pm

Ramada Plaza Inn & Conference Centre
36035 North Parallel Road, Abbotsford, BC
(Highway 1, Exit 95 Whatcom Road)

11.00

ADJOURNMENT

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

CARRIED
10.06.23/12
Adjournment

The meeting adjourned at 10:32 a.m.