



City of Richmond

Report to Committee

To: General Purposes Committee

*To General Purposes - May 1, 2006*

Date: April 11, 2006

From: Greg Buss  
Chief Librarian

File: 01-0155-04

Re: Review - Number of Members on the Richmond Library Board

Staff Recommendation

- (1) That the number of members on the Richmond Public Library Board remains the same at nine.
- (2) That the Library Board review the file of applicants to the Board and identify those applicants with a special skill or knowledge that could contribute to the Library Board's activities and invite them to participate in a Board committee or special project.

Cathryn Volkering Carlile  
General Manager - Parks, Recreation & Cultural Services

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b> 		
<b>REVIEWED BY TAG</b> 	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b> 	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## **Staff Report**

### **Origin**

In the process of making the 2006 Library Board appointments Council requested the Library Board to review its size given the number of candidates who had expressed interest in serving their community.

### **Findings Of Fact**

The Library Board currently consists of nine members (eight community volunteers plus a Council representative). The Library Act stipulates, "The library board is to consist of an uneven number of members, not fewer than 5 or more than 13."

At its February 2006 Board meeting the Library Board discussed:

1. Whether the current number of members is proving effective.
2. Whether there is a need to increase the number in light of the anticipated workload the Library Board is facing.
3. Whether there is an opportunity to take advantage of the pool of talented citizens who were applying to the Library Board.

The Library Board concluded that its current size is indeed adequate and contributes to the effectiveness of the Board. A nine-member board has proven to be sufficient in meeting the workload and ensures that the Board is fully committed and working together as a team.

The Board also feels that it has a good system in place to ensure that there is a good mix on the Board and that a variety of skills and abilities are present. The Board conducts an annual self-evaluation to ensure the effectiveness of the Board as a whole and of individual trustees and to identify areas where improvement is needed. This process is key to identifying particular expertise or talents that the Board needs to acquire.

In preparing the recommendations to Council regarding Library Board appointments, the Board first reviews the current skill set on the Board and how it matches with the anticipated work plan. When interviewing potential candidates the Board is very purposeful in identifying which candidates best match the needs of the Board and bases its recommendation to Council on these needs.

Like Council, however, the Library Board recognizes that very often there is a group of individuals who, while not successful in being appointed to the Board, have an interest in serving their community and participating in library matters. In order to tap into this resource the Library Board recently adopted a policy of inviting community participants who are not members of the Library Board to sit and participate on Library Board committees.

### **Staff Report**

For example, currently we have a professional fund developer participating with the Fund Development Committee as well as the Chair of the Friends of the Library. Not only does this provide more opportunity for involvement on the part of the community, it provides the Board with specialized resources where and when they are most needed.

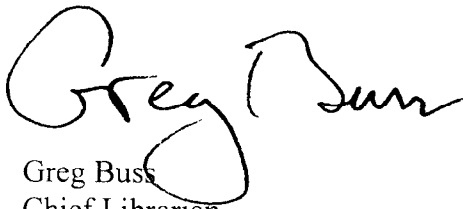
With this in mind, the Library Board is prepared to review the list of applicants and identify individuals who have a special skill or knowledge to contribute to the library. This may be an especially effective way to further expand the participation of ethnic groups.

### **Financial Impact**

None

### **Conclusion**

The Library Board believes that the current level of nine members results in a very active and involved board that is proving to be exceptionally effective. The Library Board does not wish to see an increase. At the same time, the Board recognizes that there is a larger pool of committed citizens who would like to become actively involved in the library and it is committed to finding additional opportunities to take advantage of this community resource.

A handwritten signature in black ink that reads "Greg Buss". The signature is written in a cursive style with a large, looping initial "G".

Greg Buss  
Chief Librarian  
(604-231-6418)



**Richmond  
Public Library**

*To General Purposes - May 1, 2006*

March 8, 2006

Mayor and Council  
City of Richmond  
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Richmond, B.C. V6Y 2C1

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Richmond  
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Canada V6Y 1R9

Tel: (604) 231-6422  
Fax: (604) 273-0459

[www.yourlibrary.ca](http://www.yourlibrary.ca)

Dear Mayor and Council:

**RE: Referral to Library Board Requesting Review of the Number of Members on the Richmond Public Library Board**

In the process of making the 2006 Library Board appointments Council requested the Library Board to review its size given the number of candidates who had expressed interest in serving their community.

At its February 2006 Board meeting the Library Board discussed:

1. Whether the current number of members (nine including the Council representative) is proving effective.
2. Whether there is a need to increase the number in light of the anticipated workload the Library Board is facing.
3. Whether there is an opportunity to take advantage of the pool of talented citizens who were applying to the Library Board.

The Library Board concluded that its current size is indeed adequate and contributes to the effectiveness of the Board. A nine-member board has proven to be sufficient in meeting the workload and ensures that the Board is fully committed and working together as a team.

The Board also feels that it has a good system in place to ensure that there is a good mix on the Board and that a variety of skills and abilities are present. The Board conducts an annual self-evaluation process to ensure the effectiveness of the Board and of individual trustees and to identify areas where improvement is needed. This process is key to identifying particular expertise or talents that the Board needs to acquire.

In preparing the recommendations to Council regarding Library Board appointments, the Board first reviews the current skill set on the Board and how it matches with the anticipated work plan. When interviewing potential candidates the Board is very purposeful in identifying which candidates best match the needs of the Board and bases its recommendation to Council on these needs.

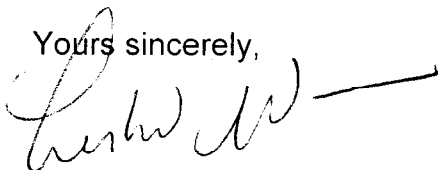
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With this in mind, the Library Board is prepared to review the list of applicants and identify individuals who have a special skill or knowledge to contribute to the library. This may especially be an effective way to further expand the participation of ethnic groups.

In summary, the Library Board believes that the current level of nine members results in a very active and involved board that is proving to be exceptionally effective and we do not wish to see an increase. At the same time, we recognize that there is a larger pool of committed citizens who would like to become actively involved in the library and we are committed to finding additional opportunities to take advantage of this community resource.

As always the Library Board appreciates the support of Mayor and Council and looks forward to continuing to work together in providing excellent library services to the citizens of Richmond.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Leslie Wilson", with a long horizontal line extending to the right.

Leslie Wilson, Chair  
Richmond Public Library Board

To General Purposes - May 1, 2005

**Membership - Public Library Board**

0155-04-01	Nov-28-05	
Council Referral		
Administration		
GP		
Greg Buss	Unspecified	
Greg Buss	N/A	
Greg Buss	Unspecified	
Status: <input checked="" type="checkbox"/> In progress		

Note: That staff review the number of members on the Richmond Public Library Board;