

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, September 28, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Naresh Sahota, Trustee
 Brian McBride, Trustee
 Dave Whelan, Trustee
 Erin Adams, Trustee
 Matt Djonlic, Trustee

Also Present: Todd Gnissios, Director
 Silvana Harwood, Deputy Director & Director, Technologies
 Anthea Goffe – Director, Community Engagement
 Maryn Ashdown – Director, Customer Experiences
 Sandra Haluk, Office Manager (minute taker)

Regrets: Alice Hale, Chair
 Brent Asmundson, Councillor/Trustee
 Sandra Hochstein, Trustee

Guest: Nicole Ceron, Student of Kwantlen Polytechnic University

CALLED TO ORDER

Item 01 Call to Order

Naresh Sahota, Vice Chair called the meeting to order at 6:03 pm

Announcement: Todd Gnissios, Director introduced Nicole Ceron, Student of Kwantlen Polytechnic University observing as part of a class assignment.

Item 02 Approval of the Agenda

#67 THAT the agenda be received as presented

- **Moved by Trustee Adams**
- **Seconded by Trustee Djonlic**

carried

APPROVAL OF CONSENT AGENDA

Items received

03 Documents, Reports, Correspondence:

- 03-01 Notice to City, Intent to Renew Lease on 1169 Pinetree Way
- 03-02 Notice to City, Intent to Renew Lease on 575 Poirier Street
- 03-03 Letter, Statistics Canada thanking Library for support of Census 2016
- 03-04 Letter from CUPE, June 21, 2016
- 03-05 Letter to CUPE561, Board response to June 21st letter
- 03-06 Letter to Friends, list of possible donation/sponsorship items
- 03-07 City of Coquitlam, IPSOS Citizen Survey 2016
- 03-08 Library Closures and Holiday Hours – Aug 1'16 to Jan 2'17

04 Publications/Newsletters:

- 04-01 TriCities Literacy News – September (Link)
- 04-02 TriCities Literacy News – Summer (Link)
- 04-03 ISS – Syrian Resettlement Newsletter #12 (Link)
- 04-04 BCLTA Bulletin – September 2016, separate email
- 04-05 BCLTA Bulletin – July 2016, separate email

05 Board Minutes & Reports:

- 05-01 Board Meeting Minutes, June 22, 2016
- 05-02 Board Special Minutes, August 9, 2016
- 05-03 Planning Committee Minutes, April 29, 2016
- 05-04 Planning Committee Minutes, June 29, 2016 (Draft)
- 05-05 Action Issue Log 2016

Items 03-05 Approval of the consent agenda and action Items 03-01, 03-02 and 03-07 moved to Item 07 for discussion

#68 Motion to approve the consent agenda and action Items 03-01, 03-02 and 03-07 moved to Item 07 for discussion

- **Moved by Trustee Whelan**
- **Seconded by Trustee Adams**

carried

06 Other Meeting and Representative Reports:

- None received

07 Action items arising from Consent Agenda:

- 03-07 City of Coquitlam, IPSOS Citizen Survey 2016
 - CPL Library is grouped in with City survey under parks, recreation and culture
 - Library conducted its own survey last year

03-01 &

03-02 Notices to City, Intent to Renew Leases on 1169 Pinetree Way and 575 Poirier Street

- Going through the process, lease requires 18 months notice to renew. City responded and will be going through a process which includes and a service level agreement.

05-01 &

05-02 Board Meeting Minutes, June 22, 2016 and Board Special Minutes, August 9, 2016

- Correct spelling in minutes and replace Trustee Whalen to Trustee Whelan

08 InterLINK – Trustee Hochstein:

- No report

09 Arts and Culture Representative – Matt Djonlic – verbal report:

- Town Centre Masterplan – reviewed the early stages of the 10-15 year development plan.
- Suggested the City provide a 'link' to the library, e.g. room rentals
- Several sources including casino, federal and fundraised money was used in the creation and implementation of the 12 salmon sculptures located throughout the City. Mr. Soofi (Pasta Polo) and a Re-max Office sponsored the Salmon installed at Poirier Library. A media event will happen when the explanatory plinth is installed.

10 Friends of CPL – Trustee Whelan – verbal report:

Silvana Harwood, Deputy Director & Director Technologies reported on Trustee Whelan's behalf

- Friends of CPL had an AGM on September 24, 2016. Executive positions remained the same, Ann Carlsen, President; Karim Virani, Treasurer
- 'Friends' are looking at aligning with the Library's Strategic Plan
- On behalf of the Library a list of possible donation/sponsorship items was presented and well received
- Bridge Tournament is scheduled for November 13, 2016.
- Hareeza, a dedicated member of the 'Friends of CPL', passed away this summer

11 Council Report – City Councillor, Trustee Asmundson – verbal report:

- No report

12 Director's Report:

Received

12-01 General Statistics, January to June 2016

- Security Gates for Poirier branch entranceway arrived and waiting installation
- Self-Checks for Poirier in transit
- City Centre Branch lift (small internal elevator) - Accessibility complaint was due to poor signage and has since been updated
- A Trustee email account spoofed, no breach of library security; looking at alternatives to current Board email system

#69 Motion to accept report as presented

- **Moved by Trustee Adams**
- **Seconded by Trustee Djonlic**

carried

12-02 Programming Statistics, January to June 2016

- Received
- Outcome - current collection are a focus for improvement, weeding old and purchasing new material
- Upon review of the statistics the Board agreed and would like to see more than 2 years. The Board requests a 5 year trend analysis – percentages on the following years.

Action Item: Modify Library Use Stats report to show a five year rolling trend analysis with percentage difference on the current and previous year

12-03 World Language Use Statistics, January to June 2016

- Received

13 Financials:

13-01 Financials (activities, position & Library Link) ended June 2016

- Received

13-02 Financials (activities, position & Library Link) ended July 2016

- Received

13-03 Financials (activities, position & Library Link) ended August 2016

- Received and reviewed
- Actuals tracking high due to legal fees & benefits

Action Item: Move City of Coquitlam – Spirit Grant (\$ 5,630) to Community Grant on Statement of Financial Activities

Item 14 ITEMS FOR DISCUSSION AND/OR DECISION

15 New Business

16 Trustee Recruitment, Adhoc Committee

- Currently 2 positions available for 2017; 1 new and 1 re-appointment
- Adhoc committee for 2017 Trustee Recruitment are the following Trustees: Djonlic, Sahota, Whelan and McBride as back-up
- Discussed creating criteria in selection process – establish the Board's aspirational list/needs

#70 THAT the CPL Board direct the 2017 Planning Committee to draft a criteria list for the Adhoc Committee Trustees in the selection process of future candidates

- **Moved by Trustee Adams**
- **Seconded by Trustee Sahota**

carried

#71 THAT the CPL Board establish a temporary Trustee Recruitment Committee to interview and recommend the required number of candidates to the City Council for appointment as Library Trustees for the 2017 year; further, the committee shall have three members; Trustees Djonlic, Sahota, Whelan and McBride as back-up who will review applications and interview prospective candidates in person, or by phone; the Committee will make recommendations on preferred candidates to the Board and the Director will submit the recommended candidates to City Council by the deadline.

- **Moved by Trustee Adams**
- **Seconded by Trustee Djonlic**

carried

17 Board Christmas Dinner
Select date and location for event and invitees

#72 THAT the CPL Board selects December 14 or 15 for the Board Christmas dinner at the Wild Fig restaurant and invite all Trustees and Executive Leadership Team

- **Moved by Trustee Sahota**
- **Seconded by Trustee Whelan**

carried

#73 THAT the CPL Board include at the Board Christmas dinner both food and beverages covered by the Library

- **Moved by Trustee Sahota**
- **Seconded by Trustee McBride**

carried

18 City Long Service Awards – no CPL recipient

19 Board Chair – request to move October meeting
- No motion. October meeting will remain on October 26, 2016

20 Old Business

21 No old business

22 In-Camera items (move in camera)

#74 THAT the CPL Board move to in-camera

- **Moved by Trustee Sahota**
- **Seconded by Trustee Djonlic**

carried

Moved in camera at 7:40 pm

Labour Relations – update

Item 950 Out of Camera

#75 THAT the CPL Board move out of in camera and back to regular meeting

- **Moved by Trustee Whelan**
- **Seconded by Trustee Djonlic**

carried

Moved out of in-camera at 8:19 pm

ITEM 1000 ADJOURNMENT

#76 Motion to adjourn

- **Moved by Trustee Adams**
- **Seconded by Trustee Whelan**

carried

Meeting adjourned at 8:20 pm

 Todd Gnissios, Director
 Secretary to the Board

 Naresh Sahota, Vice Chair
 Library Board

Date Signed: _____

Date Signed: _____

Minutes taken by Sandra Haluk, Office Manager

THE NEXT REGULAR BOARD MEETING
 6:00 PM
 October 26, 2016
Board Room
Coquitlam Public Library – City Centre Branch
1169 Pinetree Way, Coquitlam, BC