

Item #302 **Director's Report** –no report

Item #302a **Deputy Director's Report** –by Silvana Harwood
Silvana Harwood prepared a written April 2011 Deputy Director's report.

Overview:

- **ILS** - Very busy working on quote for a new ILS (Integrated Library System) and hoping to have document prepared by the end of the week and sent to the Head of the City's IT department, and to vendors. Deanna Trudeau, Purchasing Manager / Finance Division with the City has offered her assistance in the preparation of the RFP (Request for Purchase).
- **'Coquitlam Then and Now'** - history book launch was very successful. The event was well attended by several groups throughout the community, Board Trustees, James Moore – MP, Fin Donnelly – MP, and Mayor Richard Stewart to name a few. Book sales are going well – if sales continue we would like to look at a possibility of re-printing more at an approximate cost of \$30/copy and selling the book for \$35/copy and the raised funds go towards the library. We have the ability to make the book available on our website in PDF (read only) and also provide the schools with the same PDF for teachers educating students about Coquitlam history. Councillor Linda Reimer will check with the City for the number of copies they would be interested in purchasing. Silvana Harwood will prepare a report for next meeting.
- **New CC Library** – Tender for an Architect for the new City Centre library closes on May 12, 2011 at 2:00 p.m.
- **Youth problems at the Poirier branch** - The problems range from smoking (cigarettes and marijuana) near the building, profanities, 'rough-housing' (near windows) and littering. Staff have been advised not to engage with the problem youths and to notify Administration or call Centennial School's Administration immediately. Centennial High School Administration is aware of the problems and is working together with the library to resolve these issues. Constable Binita Naidu is the assigned school liaison officer and will be kept informed of the issues. We are looking at using the 'Mosquito', an electronic device which emits a high-pitched sound that is heard only by youths to deter them from loitering around the perimeter of the library.

Item #406 Other Meeting Reports:

a) Friends of the CPL - reported by Belinda Thornton, President

- On behalf of the 'Friends', we would like to thank the Board for all their help and support to make the Quiz Night a success. Thank you to the youth volunteers.
- Funds raised at the 'Quiz Night' came from various events during the evening: 50/50 - \$320, Heads & Tail - \$110, E-reader raffle - \$515, Canuck tickets - \$515 and \$3,000 from ticket sales for a total of \$4,460 less expenses. Anne Scott has prepared a list of all attendees to assist in next years event. Thank you letters to donors/sponsors will be prepared this week and signed by both John Meneghello and Belinda Thornton.

b) InterLINK - reported by Lance Gueck

- The planning committee is preparing for the '2012 Strategic Plan'
- InterLINK Anniversary Celebration plans are underway

- North Vancouver City Library's '2011 Librations', Casino Royale event is Saturday, May 7th, 2011
- Discussed charging fees for services – this was not a popular request
- Lillooet Public Library is now 'fines free'
- Interesting stats for North Vancouver District Library's 'Facebook users' 48% are ages 25-34, 19% are ages 35-44, 15% over 45 and 5% are ages 13-17
- Sechelt Public Library - E-book user-ship is among top 13 in the west

c) Council Liaison Report - by Councillor Linda Reimer

- Moved to In-Camera

d) Trivia Quiz Night– update by Bertha Rojas and Ann Carlsen

- The event went very well and a good time was had by all. Kudos to Bertha Rojas and Ann Carlsen for co-chairing this event and all their hard work.
- Advertising – need to advertise better/more next time. The TriCity News and SNAP had only one advertisement in each of their papers.
- Suggestion for next year - contact schools and create competition, e.g. 4 teachers/4 students and challenge other schools to do the same; other businesses to challenge other businesses of the same nature.
- Change Rounds – go 8 rounds with 10 questions. This would allow guests/players to be more engaged and less time in between rounds.
- Karim, the 'Friends' treasurer will be providing a report once all expenses are in and accounted for.
- Bertha and Ann will prepare a final report.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #600 Old Business

a) New City Centre Library - Strategic Planning Meeting with Council on April 13th, 2011

- **Feedback** - All who attended the 'closed' meeting - compile any and all thoughts and ideas that arose from the session. Ann Carlsen will put together her notes from the session and provide these to the Board.

Item #650 New Business

a) 'Coquitlam Then and Now' history book

On behalf of the Library Board we want to thank Silvana Harwood and her team on a wonderful job.

b) Living Legacy Fund & Coquitlam Foundation

'Fundraising Policy' and 'Living Legacy Fund'

Ann provided drafts for the following two policies; 'Fundraising Policy' and 'Library Living Legacy Fund'. There were discussions pertaining to recognition of donations and supporters. Input was forthcoming and it was agreed that the Trustees forward their ideas and suggestions to Ann Carlsen and she will compile the information and have it ready for the next 'Planning & Development / Fundraising Committee meeting.

'Living Legacy Fund'

Motion for the CPL Board to move the current amount in the Living Legacy Fund to the Coquitlam Foundation as a permanent endowment fund. The Foundation will manage the principal; the interest to be used by the Coquitlam Public Library. This move is subject to no conflicts when applying for grants by library staff and/or the Friends of the Coquitlam Public Library, and upon confirmation of the condition of how funds are invested and spent.

- #19** - Moved by Ann Carlsen
- Seconded by Jack Trumley

THAT the CPL Board move the current amount in the Living Legacy Fund to the Coquitlam Foundation as a permanent endowment fund. The Foundation will manage the principal; the interest to be used by CPL. This move is subject to no conflicts when applying for grants by library staff and/or the Friends of CPL, and upon confirmation of the condition of how funds are invested and spent.

carried unanimously

- c) Martini Fundraiser
- It was agreed that the 'Martini' event will not be occurring this year – the 'Quiz Night' was a priority event this year. However, the popular event will be considered next year.
 - A possible second event this year is a launch for the 'Living Legacy Fund'
- d) DiverseCity
- On behalf of the CPL Board we would like to recognize Teresa Rehman and the staff for all the hard work that went into nominating the Coquitlam Public Library for the 'Cultural DiverseCity Awards'
 - CPL was among the top 3 finalist for the 'Public Institutions' 2011 award

ADJOURNMENT

Motion to adjourn – Jack Trumley
Meeting was adjourned at 7:25 p.m.

**THE NEXT REGULAR BOARD MEETING
6:00 PM**

WEDNESDAY, MAY 25, 2011
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9