



ITEM #301

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, February 23, 2011, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC.

Present:	John Meneghello - Chair Lance Gueck - Treasurer Bill Leung - Trustee Bertha Rojas - Trustee Councillor Linda Reimer	Jack Trumley - Vice Chair Ann Carlsen - Trustee Barbara Mitchell - Trustee Dianne Swintak – Trustee
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Also Present: Rhian Piprell - Director
Silvana Harwood - Deputy Director
Sandra Haluk - Administrative Assistant

Guest: Susan Foster - Tri-Cities ECD Community Development Co-coordinator

Item #050 6:00 pm - Susan Foster, Development Co-coordinator on behalf of the Tri-Cities ECD Community requested the support of the Coquitlam Public Library for the Tri-Cities Early Childhood Development Accord. The purpose of this Community Accord between the Early Childhood Public Partners (ECPP) is to establish dialogue, encourage innovation and shared initiatives. Term of agreement is one year, with an annual review of the partnership and the Accord and will meet twice a year.

The Communities of Anmore, Belcarra, Coquitlam, Port Coquitlam and Port Moody agree that the Early Years are critical in the healthy development and future well being of children in our communities.

The Coquitlam Public Library Board gave their full support for the Tri-Cities Early Childhood Development Accord and have asked Rhian Piprell, Director to sign the Accord on behalf of the Library.

CALLED TO ORDER

John Meneghello, Chair, called the meeting to order at 6:15 pm

AGENDA

Item #200 Approval of Agenda

- #9** - Moved by Jack Trumley
- Seconded by Barbara Mitchell

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #301 Approval of the Minutes of the January 26, 2011 meeting.

- #10** - Moved by Jack Trumley
- Seconded by Bertha Rojas

THAT the minutes of the January 26, 2011 meeting be approved.

carried unanimously

Item #302 **Director's Report** –by Rhian Piprell
Rhian Piprell prepared a written February 2011 Director's report.

Overall review:

- **Audit** by KPMG was completed on February 11, 2011. Meeting to review audit with the Audit Committee and KPMG to be announced.
- **Facilities** – The Nancy Bennett Room exterior door is scheduled for repairs this month to waterproof the threshold. We have a new bold library sign on Poirier street. Announcement of the 'new' City Centre Library has created quite a stir – having consulted with the Branch Supervisor we recommend May or June 2012 to move in to the new location.
- **ILS** – We had a demonstration from Sirsi Dynix on their most up to date product Symphony. A second demonstration from Polaris is scheduled beginning of March.
- **RFID** – The RFID project is underway at both branches. Having voted by email in favour of using 'Poirier Lighting and Grounds' grant fund the RFID tags and equipment needed to continue this project will be ordered.
- **Chamber** – We received a lot of good publicity at the Chamber of Commerce Gala including being on community television.
- **Book Mobile** – The Book Mobile is now visiting Victoria Hall and creating a lot of interest in a neighbourhood with little city infrastructure.
- **Quiz Night** – Both Silvana and Rhian are helping both the 'Board' and 'Friends' with the Quiz Night
- **Workshops** – Rhian, Silvana and Kerrie attended a 'Mental Health in the Workplace' workshop – as a result we hope to put on a 'Mental Health First Aid' course for staff and raise awareness of the issues.
- **Sustainability** – We have a vibrant staff sustainability committee with a representative on the City's 'Cost Cutters' committee. April is Earth month and

plans for staff challenges are being planned, e.g. carpooling, unique way to get to work, etc. We hope to promote and have some fun with 'Earth' month.

- **Networking** – Rhian attended a networking meeting at the Chamber of Commerce and the Rhino marketing open house – useful contacts were made and was able to market the library effectively.
- **InterLINK** – Rhian will be attending the February InterLINK meeting. Resolution on the table 'THAT the InterLINK Executive Director be Chair of the InterLINK Administrator's Advisory Group and that representatives of the AAG still attend InterLINK Board meetings.'
- **Farsi Community Funding** – A Farsi group which initially approached the City and was referred to us provided funding to cover the cost of cataloguing Farsi books in to our collection - the money was used to cover staff time.

Item #302a **Deputy Director's Report** – verbal report by Silvana Harwood

- **RFID** – An organized plan has been formulated for all areas of the library requiring RFID tagging.
- **Citizenship** – Approval for a 2-year program. A grant has been submitted to the Coquitlam Foundation requesting funds for honorarium. Initially it was thought that the program would be run solely by any volunteers but was later discussed that in order to provide quality tutoring an honorarium would bring forward more qualified volunteers.
- **ILS** – An ILS Committee comprised of staff from various departments is now underway. Each department has been broken down and creating detailed list of their needs. We hope to have a new ILS in place prior to the 'new' library; this would provide an easier transition for staff. Our current ILS is the oldest in BC.
- **RFP (Request for Proposal)** – We are looking at having together a proposal by the end of June and will be requesting a minimum of three quotes per the Board policy to the following providers; Sirsi Dynix, Polaris, Innovative and SITKA (Cooperative). SITKA currently does not have an acquisitions module and may not for at least another year or two. North Vancouver City was in a similar position where a decision for a new ILS had to be made and they chose Syrsi Dynix. Expected date for 'new' ILS up and running – mid November 2011.
- **Seminar** – Silvana and Rhian attended 'Dealing with Change'. The timing of this seminar could not have come at a better time – some interesting points; the importance of communicating with staff, dealing with problems that will arise and re-assure staff.
- **History Project** - The New Horizon's for Seniors History book project has gone to the printers. We are waiting for a cost from the printer as to how many books can be printed with the allotted grant funds. Currently we have 60 pre-orders. A book launch will be planned once books are in the library.

Item #406 Other Meeting Reports:

a) Friends of the CPL - reported by Ann Carlsen

- Friends met on Saturday, February 12th – attended by many CPL Board Trustees. Quiz Night was the main topic of discussion. Anne Scott has organized the Tickets and Door Prize sheets. More on the Quiz Night under #406d.
- Anne Scott is not in favour of supporting funds from the 'Friends' to purchase external defibrillators. Anne prefers funds be used towards 'Books for Babies', Book Club, Children's programs/events and other usual causes.

b) InterLINK - reported by Lance Gueck

- February 22, 2011 InterLINK Elections and Committee meeting – Rhian was in attendance and announced our ‘new’ City Centre Library branch.
- Whistler Public Library will now be closed on Sundays due to funding. Whistler Public Library is offering an ‘Adopt a Subscription’ plan – this is open to anyone wishing to sponsor a subscription and have their name recognized on the subscription.
- Richmond is working on a 30 year strategic plan
- Squamish is in need of a ‘new’ library due to population growth
- New Westminster is looking at a ‘new’ branch in Queensborough
- North Vancouver City Library is hosting their Annual Gala – ‘Casino Royale: Books to Bond’ fundraiser on Saturday, May 7th.

c) Council Liaison Report - by Councillor Linda Reimer

- Linda was pleased to announce the City’s purchase of the ‘new’ City Centre Library. The City will be holding a meeting on April 13th and has invited the entire Board to attend and make a presentation as to the ‘new’ library’s needs. How the square footage (31,000) will be utilized, what are the library’s needs and a request of capital items needed, e.g. material/books, shelving, computers etc....Currently there are two options for the use of space; option 1 - 22,000 sq ft or option 2 – 31,000 sq ft (entire site)
- The recommended date to move May/June 2012 has been heard by Council
- Moving the intended purpose of funds from the ‘Community Capital grant’ for the purchase of RFID was left to a CPL Board decision.

d) Trivia Quiz Night– update by Bertha Rojas

- April 15th – doors open at 6:45 pm and quiz starts at 7:30 pm sharp
- 200 tickets at \$25/each – 25 tables of 8 attendees per table
- Anne Scott has volunteered to provide the ‘Ticket and Door Prize’ sign-up sheets
- Snack style foods will be prepared and provided at each table – volunteers needed for food preparation
- Next committee meeting is scheduled for March 15th.
- Door prizes and ‘Big’ Raffle prize was discussed and it was suggested the Board contribute in some way. A couple of ideas was a ‘Theme Basket’ (all contribute an item) and for the large raffle prize an E-Reader.

The Trustees would like to contribute funds from the Boards budget to purchase an E-Reader for the Quiz Night raffle draw prize

- #11**
- Moved by Dianne Swintak
 - Seconded by Jack Trumley

**THAT the contributed funds for the purchase of an E-Reader for the Quiz Night raffle draw prize come from the Boards budget
carried unanimously**

- With the Boards contribution to the Quiz Night event they would like to see a portion of the funds collected go towards the purchase of the external defibrillators for each branch.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #600 Old Business

- a) Deferred Motion Item #500a from previous meeting on 'Request to move unspent Poirier Lighting and Grounds grant of \$56,551.65 to the RFID project.' Upon the Board receiving budgetary numbers for the RFID project to move forward, the Board voted and carried the motion unanimously via email.
- b) Integrated Library System update – was discussed in Items #302 and #302a
- c) On-Line Donations – Planning committee will be meeting to discuss ways of implementation - this is a good opportunity to receive funds. Looking at unique and proactive ideas, e.g. sponsor a subscription, sponsor a study room, significant \$ amount gets your name on a wall, etc...
- d) Bookmobile – Statistics and planned outings
 - Silvana Harwood prepared a 'CPL Book Bus 2010-2011 Statistics' that highlighted some interesting data. Our venue at Place Maillardville showed very low patron visits and transactions over a 4-month period compared to those at Cottonwood Park. Our newest venue 'TriCity Family Place' after only just one month (without advertising) has shown continued growth in patron visits and transactions. Leigh Elementary (TriCity Family Place) will begin advertising our arrival and we expect an increase in both patron visits and transactions. Currently east Coquitlam is lacking in resources and we feel the book bus is offering and providing a good service to this part of the community.

Average Stats for: Cottonwood	Patron Visits: 55
	Transactions: 175
Maillardville	Patron Visits: 11
	Transactions: 23
TriCity Family Place	Patron Visits: 24
	Transactions: 52

Item #650 New Business

- a) **New City Centre Library – What are the next steps?**
 - Prior to the scheduled meeting with the City, the Board will be meeting on March 8th to discuss/pre-plan strategies. Strategic plan meeting is scheduled to follow on March 12th. Topics will include: i) Collecting data/statistics for presentation; ii) Fundraising plans/strategies; iii) Exploring partnerships with other local businesses; iv) Ask the City for help with contacts/sponsors.
 - Rhian will be compiling information and include in her presentation to the City on April 13th the many different ways to which the Library and Board plan to contribute and fundraise for the 'new' City Centre Library.
- b) **Honorary Life Members**

- Currently our policy states that an Honorary Life Member is by the discretion of the Board. Further discussion on this topic will be brought to the 'Human Resource' committee to discuss the implementation of an evaluation system.
- c) **Mr. Peter Legge –Book donations and weekly 'Insight' newsletter for distribution**
 - Mr. Legge currently has a collection of books that are displayed at the 'Coquitlam Innovation Centre' but wishes to see them in our library collection. The books need to go through a process of evaluation, which is not feasible at this time. This matter will be re-addressed at a later date. An overall 'donation of material' policy will follow the implementation of the new library. Mr. Peter Legge's weekly 'Insight' newsletter for distribution through the library has also been deferred at this time.

ADJOURNMENT

Meeting was adjourned at 7:45 p.m.

THE NEXT REGULAR BOARD MEETING

6:00 PM

WEDNESDAY, MARCH 23, 2011

Board Room

Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9