

ELECTION OF OFFICERS

Item #250 John Meneghello, 2010 Board Chair, turned the gavel over to Rhian Piprell, Director, for nominations and election proceedings.

#2 Rhian Piprell, Director accepted nominations for Chair. Jack Trumley nominated John Meneghello, Chair of the Coquitlam Public Library Board for 2011. No other nominations.

- Moved by Jack Trumley
- Seconded by Lance Gueck

THAT John Meneghello be nominated as Chair of the Coquitlam Public Library Board for 2011.

carried unanimously

Hearing no further nominations after calling three times. Rhian Piprell declared nominations closed and introduced John Meneghello Chair of the Coquitlam Public Library Board 2010. Rhian Piprell, Director turned the gavel over to John Meneghello, Chair for further election proceedings.

#3 John Meneghello, Chair accepted nominations for Vice Chair. Lance Gueck nominated Jack Trumley, Vice Chair of the Coquitlam Public Library Board for 2011. No other nominations.

- Moved by Lance Gueck
- Seconded by Dianne Swintak

THAT Jack Trumley be nominated as Vice Chair of the Coquitlam Public Library Board for 2011.

carried unanimously

Hearing no further nominations after calling three times, John Meneghello, Chair declared nominations closed and introduced Jack Trumley Vice Chair of the Coquitlam Public Library Board for 2011.

#4 John Meneghello, Chair accepted nominations for Treasurer. Jack Trumley nominated Lance Gueck, Treasurer of the Coquitlam Public Library Board for 2011. No other nominations.

- Moved by Jack Trumley
- Seconded by Ann Carlsen

THAT Lance Gueck be nominated as Treasurer of the Coquitlam Public Library Board for 2011.

carried unanimously

Hearing no further nominations after calling three times, John Meneghello, Chair declared nominations closed and introduced Lance Gueck Treasurer of the Coquitlam Public Library Board for 2011.

Library Board Committee

The Library Board Committees for 2011 are:

Audit Committee:

John Meneghello - Chair
Jack Trumley - Vice Chair
Lance Gueck - Treasurer
Bill Leung - Trustee

Subcommittees:

Finance - Jack Trumley, Lance Gueck
Human Resources – Jack Trumley,
Bill Leung
Programs & Services - Whole Committee

Policy Governance Committee:

John Meneghello - Chair
Ann Carlsen
Bertha Rojas
Dianne Swintak

Planning & Development/ Fundraising Committee

All Board Members

InterLINK Representative InterLINK Alternate

Lance Gueck
Dianne Swintak - Alternate

Friends of CPL Representative

Ann Carlsen

BCLTA Representative BCLTA Alternate

Ann Carlsen
Lance Gueck - Alternate

APPROVAL OF MINUTES

Item #301 Approval of the Minutes of the November 24, 2010 meeting.

- #5** - Moved by Jack Trumley
- Seconded by Lance Gueck

**THAT the minutes of the November 24, 2010 meeting be approved.
carried unanimously**

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

Overall review:

A warm welcome to the CPL Board – Barbara Mitchell and Bill Leung, Trustees and Linda Reimer, Council Liaison

2011 Budget: Budget request was submitted end of September 2010 and presented in November. Budget approved - includes contractual obligations. Additional funding requests for the Book Bus and a new ILS were denied. The ILS will be included in the final budget for the new City Centre Library. A proportionate cut package (1%) reduction as per all other departments of the City included.

Facilities: Working with the city to come up with a capital/operational budget for a new library

ILS: Staff has been asked to start planning/working towards a new ILS.

Annual Spelling Bee: Saturday, January 29th at both branches - winners will move on to the Grand finale on Saturday, February 5th, 3:00 pm at the Wilson Centre in Port Coquitlam.

TriCity Chamber: Some of us will be attending the Gala on Saturday, January 29th in anticipation of the winner for the 'Non-profit Excellence Award'

Annual Audit: KPMG will be conducting their weeklong audit, February 7th to 11th.

Tri-Cities Intercultural Workplace Project: Our participation was a valued part of the project.

Book Bus: The book bus will be visiting the North/East Victoria Hall area where there is a family place in operation. Cottonwood continues to be a success. The book bus was a popular stop to visit and do a craft at the 'Light the Lake' celebration.

2010 January – December Accomplishments

Goal 1: Strengthening communities, neighbourhoods and families:

- engage in multilingualism
- enhance literacy programs
- promote cultural awareness and diversity
- building intellectual and educational engagement centres throughout the city
- actively engage with the community
- present the unique history of our neighbourhoods to the community

Goal 2: Build Community Prosperity

- promote the library as a centre of business information

Goal 3: Build Individual Success

- provide the tools for successful online searching
- promote the use of the library as a community resource

Goal 4: Increase Active Participation in Library Services

- encourage use of the library as a meeting space
- encourage the cultural life of the city

Goal 5: Sustainability of Services and Infrastructure

- invest in technology to manage library assets
- invest in emerging technologies to connect the community with the library in new ways
- improve our financial position

Goal 6: Achieve excellence in the Workplace

- further develop our environmental practices
- improve staff satisfaction and engagement

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

Overview of statistics (charts) prepared and presented by Silvana

a) CPL Yearly Circulation Trend 2005 – 2010

- on the rise. In 2005 – 1,220,000 circs.; in 2010 – 1,330,000 circs.
- b) CPL Audio/Ebook Downloads 2007 – 2010
 - skyrocketed. In 2007 – 1,000 downloads; in 2010 5,900 downloads
 - it has become very difficult to keep up with the demand of ebook requests
- c) CPL Yearly Circulation by Main Entry Points
 - Geoweb (online) has gone up gradually over the past 6 years
 - Poirier circ. showed a dip in 2008 and 2009 due to renovation closure and re-stabilized in 2010
 - City Centre circ. showed an increase in 2008 and 2009 (reflects PO closure) and stabilized in 2010
 - overall increase over the 6-year span
- d) New Patrons Trends
 - 2005 approx. 9,500 new patrons – decrease over 4 years (2008) to approx. 7,500 new patrons – increase over the following 2 years (2009, 2010) to approx. 9,000 new patrons
- e) Information Desk Questions
 - trend shows an increase in the number of questions over the past 4 years; 2007 approx. 7,100 questions compared to 2010 approx. 7,900 questions.
- f) Number of Visitors to CPL (PO and CC)
 - over 1-year span (2009 – 2010) the number of visitors has gone up considerably from 610,000 to 621,000.

New Horizon's for Seniors Project – A history book in the making for middle school age children: We are in the final process. The books index and photos is complete. The book is currently being translated in French.

ISS Meeting - We are working towards developing citizenship classes at the library. We hope to offer this 'new' program by the end of April with the assistance of volunteers. A couple of the volunteer seniors from the 'New Horizon's' project have already expressed their interest.

Item #406 Other Meeting Reports:

a) Friends of the CPL - reported by Ann Carlsen

- January meeting – the 'Friends' have several new members joining. These 'new' Friends came to us through the open house event.
- Next scheduled meeting is February 12 at 10:00 am – elections on the agenda. We have 'new' members interested for the various positions.
- Quiz Night – April 15th (see item 406d)

b) InterLINK - reported by Lance Gueck

- Review of the 2010 operating budget and the presentation of a draft 2011 budget. R. Avigdor reported nothing was out of the ordinary. R. Avigdor also presented the projected 2010 circ. activity – slight decrease from 2009
- Guest speaker Paul Tutsch provided an update about BCLTA activities, including advocacy and trustee training, the annual conference and awards.
- Recommendation that the ILL Board serve (at least) 2-year terms – all were in favour.
- **Motions passed:**
 - “THAT, for the 2011 interLINK Budget year, \$23,000 be moved from the InterLINK Program Reserve Fund to support the Collaborative Virtual Reference Service proposal.”
 - “THAT Public Library InterLINK officially ceases to be a producer of audiobook titles effective January 1, 2011.”

- c) Council Liaison Report** - by Councillor Linda Reimer
- reported In-Camera

- d) Trivia Quiz Night** – update by Bertha Rojas
- Trivia Night – Friday, April 15th at the Centennial High School concourse – door opens at 6:00 pm
 - Number of tables/attending – 25 tables, 8 guest per table for a total of 200
 - \$30/ticket price – Board, all in favour
 - Costing out various options for food and beverages, one of which is asking ‘Centennial’ to assist with snack type food instead of hot foods.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #500 New Business

- a) Request to pass a motion to move unspent Poirier Lighting and Grounds grant of \$56,551.65 to the RFID project – deferred till next meeting.
- Board would like more information and has requested specific \$ amounts
 - Rhian and Silvana will be providing this information via email
 - Hoping to complete the RFID project by summer 2011 and then concentrate towards a ‘new’ ILS.
- b) BCLTA 2011 Conference – ½ day course: Taking the Lead Role: Chairing the Board
- John and Jack both took this course last year and highly recommend it for anyone interested
 - course covered by the Board
 - TOP’s (Trustee Orientation Program) for new trustees is well worth attending; learn about the Library Act and meet/interact with other trustees. Next TOP’s training session is scheduled on February 26th.
- c) CPL 20 year Strategic Plan:
- John and Rhian have agreed that all members meet and discuss plan. Meeting is tentatively scheduled for Saturday, March 12th.
 - Use the 2007 Needs Assessment and Open House information to help build the 20 year strategic plan
 - Find a suitable facilitator to meet with Board to assist (keep on task)
 - Collect data from other libraries – ‘How and why libraries are used?’
 - An email/on-line survey/questionnaire was suggested in order to gather additional information – reach out to patrons/staff
- d) Health and Safety – External Defibrillators – reported by Bertha Rojas
- External defibrillator cost - \$1,269/each plus taxes
 - \$180/per year maintenance fee per branch
 - 1 ½ hour training session
 - Purchase with funds from the Friends of CPL
 - Significant increase in survival rate for heart attack victims

The CPL Board has discussed and are in favour of providing external defibrillators at each of the branches, however, they would like to give library staff

the opportunity to discuss the matter prior to the implementation.

- #6** - Moved by Dianne Swintak
- Seconded by Ann Carlsen

**THAT the CPL Board are all in favour of providing external defibrillators at each of the Coquitlam Public Library branches after having given the library staff an opportunity to discuss the implementation.
carried unanimously**

ADJOURNMENT

Meeting was adjourned at 7:25 p.m.

THE NEXT REGULAR BOARD MEETING

6:00 PM

WEDNESDAY, FEBRUARY 23, 2011

Board Room

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