



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 22, 2011, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC.

Present: Jack Trumley, Vice Chair
Ann Carlsen – Trustee
Bertha Rojas - Trustee
Lance Gueck - Treasurer
Barbara Mitchell - Trustee
Dianne Swintak - Trustee

Also Present: Rhian Piprell, Director
Silvana Harwood - Deputy Director
Sandra Haluk - Administrative Assistant

Absent: John Meneghello – Chair
Bill Leung – Trustee
Councillor Linda Reimer

CALLED TO ORDER

Jack Trumley, Vice Chair called the meeting to order at 6:00 pm

AGENDA

Item #200 Approval of Agenda

#28 - Moved by Ann Carlsen
- Seconded by Bertha Rojas

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #301 Approval of the Minutes of the May 5, 2011 meeting.

#29 - Moved by Bertha Rojas
- Seconded by Dianne Swintak

**THAT the minutes of the May 25, 2011 meeting be approved.
carried unanimously**

Item #302

Director's Report – Rhian Piprell

- *Repurpose of 'Poirier Lighting and Grounds grant of \$56,551.65 to the RFID project.'* - Council committee approved the repurpose of funds in the amount of \$56,551.65 for the RFID project
- *Facilities* – reviewed 18 architect proposals and 15 construction management proposals. Participated in interviewing and believe a good choice was made.
- *ILS* – selected staff took part in two more presentations and have forwarded on their evaluations
- *Multiculturalism Plan* – attended a city meeting in which a draft of their multicultural plan was unveiled
- *Budget Meeting* – we were presented with our annual budget submission guidelines for 2012 – budget must be in by September 2011; budget presentation is January 12, 2012 (due to the municipal fall election) and approval of budget is expected in March 2012. All cultural groups that receive annual funding from the City were invited to the meeting with city staff including finance, facilities and recreation & culture. The City is encouraging us to work collaboratively and is investigating some of our cost items that could be done more economically through the city. Meetings will be held bi-monthly as a group.
- *InterLINK* – attended part of the meeting where discussions were held about bargaining issues in anticipation of the new round of bargaining that will start in the fall. One of the bargaining issues for 2012 is Sunday openings (*will be looking at adding this to the 2012 budget proposal*). Metro Vancouver is experiencing operational difficulties at this time, however the City of Coquitlam has agreed to stay on. The City pays for our bargaining at a cost of approximately \$150,000 that includes research, negotiations etc.
- *Decoda* – attended the launch of the new literacy organization 'DECODA, a merger of Literacy BC and 2010 Legacies Now. The new organization is taking on a more corporate approach for a higher profile.
- *Ati's Collection* – The celebration of the Farsi collection is being held at the Poirier branch on June 26, 2011
- *Staff Recognition* – Thank you to Mayor Richard Stewart, Jack Trumley and Ann Carlsen who attended and helped make the event a success.

Item #302a

Deputy Director's Report – Silvana Harwood

- *History Book* – The City has sourced out re-printing the 'Coquitlam Then and Now' at a cost of \$15,000 to produce 1,000 copies. Currently the books are being sold at \$25 and we only have 3 or 4 available.
- *RFP* – Request for proposal went out to the vendors for the purchase of the 'new' ILS. Responses must be in by July 15th, 2011 and a decision by July 30, 2011.
- *PLSB and CULC Statistics* – PLSB statistics completed and currently working on the CULC stats.
- *E-Book Seminar* – attended a seminar and learned that this is an extremely volatile market at this time. There are difficulties in the publishing aspect and we will be proceeding slowly over the next 6 months. Publishers are concerned with copyright issues.
- *Defibrillators* – an estimated cost for 2 AED's is \$3,059 and annual servicing of approximately \$400. The City of Coquitlam currently has a 'Public Access Defibrillator' policy in place (risk management) which states that paid staff may not use the defibrillators and staff are not covered by the 'Good Samaritan's

Act.’ The purchase of the defibrillators is deferred and further research into what other facilities/communities are doing is underway and will be brought forward to the next meeting.

Item #406 Other Meeting Reports:

a) Friends of the CPL - reported by Ann Carlsen on behalf of Belinda Thornton

- The ‘Friends’ are looking at areas/options to best use raise funds and are forming a sub-committee to deal with this. They have agreed to hold back a portion of the funds for the ‘new’ City Centre branch opening.
- This summer will be spent working on a constitution and is expected to be completed in September
- A new Friend has joined, her name is Consuella (originally from Columbia). Her relationship with the Library began with her free ‘Books for Babies’ and hopes to ‘give back’ to her Library as a ‘Friend of CPL’.

b) InterLINK - reported by Lance Gueck

- May 31’11 Board meeting summary - Paul Tutsch, Loring Bohnach and Daphne Wood joined the meeting to present results of ‘Phase 2’ of BCLTA’s Infrastructure Study. First study was conducted 2 years ago, with a follow-up completed in the past couple of months. Survey result findings: significant inadequacies in public library space with only 50% of libraries having close to the amount of space needed to handle future growth; 80% of public libraries report their facilities being fully accessible today – up from approximately 60% in 2009. The Deputy Minister responded to this with interest but advised that government will not be able to invest in the infrastructure in the foreseeable future. For more on the study, visit BCLTA website at <http://bclta.org/bcplis.html>
- The Finance Committee’s recommendation to the Board to approve the transfer of up to \$15,000 from reserves to operating funds to cover the cost of the re-development of the InterLINK website – motion accepting the recommendation passed.
- New Westminster Public Library offer 20 Kobo’s for 28 day loan periods
- Squamish Public Library - South Asian Senior Women’s program invite Punjabi women for tea and tours
- West Vancouver Public Library has had its roofed replaced after a leaky winter.
- North Vancouver District Library hold three book sales a year
- North Vancouver City Library has on staff an ‘Events Coordinator’
- Port Moody Public Library - \$30,000 for strategic planning
- Lilloet Public Library – hosts a ‘Baby Welcoming Ceremony’
- Sechelt Public Library – selling bookmarks
- Pemberton Public Library – Ancestry subscription \$1,500/year
- Burnaby Public Library – in recognition of their staff hosted a dinner party
- Burnaby Public Library – currently do not have a ‘Friends’ volunteer group

c) Fundraising Committee - by Rhian Piprell

- *Bookmobile Fundraiser* – An initiative by Owen Coomer, owner of ‘John B Pub’ is hosting a fundraiser on June 30th from 6:00 pm – 9:00 pm and

proceeds raised will go towards our 'Book Bus'. Mayor Richard Stewart will be bartending at the event from 6:00 pm – 7:00 pm.

- *Joint Fundraiser/Gala – Coquitlam Foundation/CPL* – looking at possible ideas for a joint fundraiser one of which is a large scale 'Trivia Night' similar to the Bellingham, Washington event. Tables are sold as teams (not individually) and anyone wishing to watch/attend must pay. Need to set-up a meeting to discuss ideas/events with Colleen Talbot of the Coquitlam Foundation.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #650 New Business

- a) 'New' Library update – by Rhian Piprell, Director
 - moved to In-Camera
- b) Living Legacy Foundation – determine conditions for disbursement
 - no issues to report, funds are available
- c) ILS update – RFP-Selection of a vendor
 - covered in the Deputy Director's report, Item #302a –The selection of vendor to be voted on via email by the Board prior to July 31, 2011.
- d) 100 Year Celebration
 - B.C. libraries celebrate 100 years. In recognition of the anniversary the government partnered with BCLA to publish 'The Library Book: A History of Service to British Columbia'. Vancouver Public Library – Library Square has all day events planned on June 29th, 2011 starting at 9:30 a.m.
- e) AB (Audio Book) patrons be exempt from paying overdue fines.
 - The Department Heads of CPL have discussed the possibility of this small group (approximately 50) of registered AB patrons be 'fines free'

#30 Moved by Ann Carlsen Seconded by Lance Gueck

**THAT registered 'AB' patrons be exempted from paying overdue fines.
carried unanimously**

- f) Fall Agenda – Board Goals
 - The Board agreed to look at on-going goals and ways to achieve them for continuity. Dianne Swintak has agreed to be the 'point person' on the committee and will receive by email all suggestions/goals from the Board. The committee will begin the process (starting point) and present the results at the next meeting.
- g) Living Library – The Board would like to formally thank both Teresa Rehman and Teresa Chamberlain for all their hard work and organizing this special event.

h) Revisions to Board Policy and Procedure Manual – Library Board Operation, Section F1 and Library Director, Section F2 working documents for approval.

#31 Moved by Dianne Swintak
Seconded by Ann Carlsen

THAT the CPL Board approve Library Board Operation, Section F1 revised and approve Library Director, Section F2 revised and to be included in the Board Policy and Procedure manual.

carried unanimously

ADJOURNMENT

Motion to adjourn – Lance Gueck
Meeting was adjourned at 7:35 p.m.

THE NEXT REGULAR BOARD MEETING

6:00 PM

WEDNESDAY, SEPTEMBER 28, 2011

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