

Item #302

Director's Report – Rhian Piprell

- Rhian provided an African slideshow presentation that was enjoyed by all. During her visit she met with the Board of an Uganda Library and shared views.
- Thank you to Silvana for overseeing the Library during Rhian's vacation.
- The City received 18 applications from interested Architect's to design the 'new' City Centre branch. All 18 applications will be reviewed by Rhian and City staff to determine which of them best meet the criteria set forth and best value. Rhian is meeting with the City on Friday, May 27th to select (shortlist) three of the 18 applicants.
- TriCity Iranian Community will be celebrating the 'Ati' collection on Sunday, June 26th from 5:00 pm – 8:00 pm. Expected number of attendees is around 200. There will be entertainment, performances, music and food – the Board is all invited to attend.
- RFID – On June 16th Rhian will be presenting to the 'City Committee Council' the repurpose of the \$56,000 for the RFID project.

Item #302a

Deputy Director's Report – Silvana Harwood

- 'Coquitlam Then and Now' History Book – Silvana followed-up with the possibilities of a second printing. If we decide to go forward with a second printing we have the option of using the 'City' printers. Currently all but 5 copies of the book have been sold and, approximately \$3,500 was raised that will go towards seniors projects. A couple of ideas so far are purchasing 'Large Print' books and a set of E-Readers for shut-in patrons. Silvana presented the 'Coquitlam Then and Now' at a Rotary Club and came away with some ideas, one of which was a suggestion from a realtor that these books would make a wonderful gift to 'new' Coquitlam residents.
- 'Play and Learn' – The Coquitlam Library will be participating in and running this event during the summer.
- Overall view of statistics - 2010 vs. 2011 (January – March)
 - o CPL Programming in the Adult, Children and Teen is up from previous year
 - o Circulation up 14,982 from last year
 - o People Counter up but numbers are a guesstimate due to technical problems with counter early in the year.
 - o Reference Questions up 2025 from last year
 - o Membership down 277 from last year – this is an area that requires attention and we are looking at ways to increase 'new' memberships, e.g.; local celebrity using our library card, an advertising campaign, 'Summer Reading Club' promotional school visits, Coquitlam Express team promotion, commemorative library card celebrating our 45 year anniversary.
- RFP is completed and was given an approval from both Rick Adams and Deanna Trudeau from the City. We have been advised by the City to wait for the final budget approval before moving ahead with the proposal.
- ILS – We will be having a presentation by SITKA on Friday, May 27th and our existing provider has now expressed an interest.

Item #406 Other Meeting Reports:

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

- The '2011 Quiz Night' raised \$4,262.19 – part of the proceeds will go towards the purchase of two defibrillators for each branch
- The 'Friends' received a \$3,500 grant from the Coquitlam Foundation – proceeds will go towards purchasing books, material for the Book Bus and ESL material
- A vote by its members to incorporate the 'Friends of CPL' was approved
- The 'Friends' are in the process of looking into obtaining insurance
- The 'Friends' currently have 13 active members and 2 'new' applications are in the process for a total of 15.
- Please note that there will be no meetings in July and August

b) InterLINK - reported by Lance Gueck

- no meeting to report

c) Council Liaison Report - by Councillor Linda Reimer

- Coquitlam Then and Now History Book – looked into the possibility of purchasing these books for gifts to Dignitaries. Unfortunately, these books are not suitable because many of the Dignitaries do not read English and therefore 'coffee table' style (pictures and very little text) is more appropriate.
- Other items for discussion moved to In-Camera

ITEMS FOR DISCUSSION AND/OR DECISION

Item #600 Old Business

a) Living Legacy Fund & Coquitlam Foundation – Re-visit motion #19

All agree the 'Coquitlam Foundation' will raise the Library's profile in the community. Bob Tanaka/Dominion Securities will administer funds and also to be noted is a minimal administration fee is required.

#24 John Meneghello met with the Coquitlam Foundation and has confirmed that there are no conflicts; therefore motion #19 is satisfied.

Motion #19

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.

- Moved by Lance Gueck
- Seconded by Ann Carlsen

**THAT John Meneghello, Chair of the CPL Board confirmed that there are no conflicts and conditions stated in 'Motion #19' have been satisfied.
carried unanimously**

b) Revised Fundraising Policy, Section: R for approval

- Develop ideas - The Board is looking at ways in which to be more creative in thanking donors – a more flexible policy
- Under Schedule “A” Donor Recognition Guidelines; 1. Major Gifts-Naming Opportunities – the naming opportunities will need to be approved by the City.

#25 Approval of the 'Revised Fundraising Policy, Section R' framework presented by the committee as of May 25th, 2011 that the Board agrees is a good starting point requiring further work (a work in progress).

- Moved by Ann Carlsen
- Seconded by Dianne Swintak

THAT the CPL Board approve the 'Revised Fundraising Policy, Section R' framework as presented by the committee as of May 25th, 2011 and agrees needs further work.

carried unanimously

Item #650 New Business

- a) Africa – Fundraising – Rhian Piprell and Jack Trumley
- Ideas were discussed in aiding an African Library in Uganda with solar energy in the form of solar panels. One of the ideas was creating a 'sister' library in a way of attracting funds for this cause. It was agreed to defer this item of business till more research and information is available.
- b) Friends of CPL – Ann Carlsen
- The 'Friends of CPL' would like to request that they have a space/area at the 'new' CC branch. Ideally, the 'Friends' wish is to have an area where they can meet and conduct business – an office with a desk and filing cabinet.
- c) 'Memorial Contribution' option – Bertha Rojas
- Bertha brought forward a sample of a 'Memorial Contribution' form and asked the Board if this is an option that can be adapted in the Library. A person(s) would be able to make a monetary donation 'In Memory of' a loved one to the Library.
 - Advertising this option 'In Lieu of Flowers'...

ADJOURNMENT

Motion to adjourn – Councillor Linda Reimer
Meeting was adjourned at 7:00 p.m.

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

WEDNESDAY, JUNE 22, 2011
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9