



## ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 25, 2012, in the Glen Pine Pavilion – Green Room, 1200 Glen Pine Court, Coquitlam, BC.

Present: Jack Trumley, Chair  
Ann Carlsen – Treasurer  
Bill Leung - Trustee  
Barbara Mitchell – Trustee  
Lance Gueck, Vice Chair  
Ron Lee, Trustee  
John J.J. McCullough – Trustee  
Councillor Linda Reimer

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

Absent: Bertha Rojas – Trustee

### **PRIOR TO BOARD MEETING**

The Board, CPL staff, the Mayor and Council met at 6:00 pm for a guided walk-through of the 'new' City Centre' branch. Each of the stations was identified; circulation, information services, children's area, meeting rooms, mezzanine etc. Brent Cormack advised the group that negotiations are in the final stages for a 1,500-sq/ft coffee shop in the southwest corner of the branch.

### **CALLED TO ORDER**

Jack Trumley, Chair called the meeting to order at 7:00 pm

### **AGENDA**

Item #200 Approval of Agenda  
  
#25 - Moved by Ann Carlsen  
- Seconded by Bill Leung

**THAT the agenda be received.**

**carried unanimously**

## **APPROVAL OF MINUTES**

Item #300 Approval of the Minutes of the March 28, 2012 meeting.

- #26** - Moved by Councillor Linda Reimer  
- Seconded by Ron Lee

**THAT the minutes of the March 28, 2012 meeting be approved.  
carried unanimously**

## **CONSENT AGENDA**

Item #301 Approval of the Consent Agenda

- #27** - Moved by Bill Leung  
- Seconded by Lance Gueck

In addition to the Consent Agenda:

Department Head's Meeting – March 28, 2012

Bill commented on the Department Head minutes – good minutes, very engaging. Discussion followed on item 'Acting Pay' where a procedure was developed for staff designated to replace the Supervisor during illness and vacations. ***Rhian stated the procedure that was agreed upon and that the item will be brought forward to re-negotiate in the 'new' collective agreement.***

Policy Governance Seminar – scheduled for June 9, 2012, 9:00 am – 1:00 pm.  
***Jack will confirm time and location.***

Item #302 **Director's Report** – Rhian Piprell  
Director's report received.

Overall review of written report:

### **New Library:**

- Ergonomics
  - o Dan Robinson's ergonomic recommendations have been adapted to the plans for the 'new' City Centre branch
- Book Sorter
  - o The City, Unitech and Rhian met with MK and went over pricing and logistics of the book sorter and a decision was made for a five-bin sorter at the 'new' City Centre branch.
- Pitt Meadows Library
  - o Rhian attended the opening of their new library
- Embrace Art BC
  - o In partnership with the City, we have applied for 'Embrace Art BC' funding for a community public art feature.

### **Programs and Services:**

- E-books
  - o The new CPL E-book service is up and running

**Finance:**

- **Variance Report (March):**

- Fines and fees are down considerably due to the ILS changeover to Polaris – transfer in near completion and fines are being charged again.
- Books sales are down– at Poirier we have recently moved items out of the previous ‘book sale room’ in order to use this room more effectively for meetings and studying. Material is now located on shelves in the back of the library – although we have good signage many people are still familiarizing themselves to the new location. We have also stopped sales at City Centre, as we were advised that our shelving was unsafe and therefore sent all the material to Poirier.
- Board Expenses – expenses are high this month because they include BCLA conference costs.
- Insurance – paid for the year
- InterLINK Assessment – paid for the year
- Processing Supplies – large order was placed for the year
- Professional Fees – include audit fees

- **Fundraising:**

- Coquitlam Foundation is donating \$25,600 to name one of our multipurpose rooms and provide equipment for the room at the ‘new’ City Centre branch.

- **Human Resources:**

- We have met with our Metro Vancouver negotiator and she has advised us on items we have highlighted for negotiation.

- **Public Relations:**

- Thank you to the ‘Friends’ and members of the Board for another successful Quiz Night
- Attended the Regional Reading Link finals as the ‘Wizard of Words’. Rochester Elementary team won and went on to the international competition.
- May 17, 2012, The Tri-Cities Champion for Young Children Awards of Excellence is being held at Westwood Golf and Country Club. Deborah Duncan and Rhian are both finalists.
- Sample survey was used at the Quiz Night and is being revised in light of the results.

**In addition to the report:**

The Tri Cities Early Childhood Development Committee (ECD) is hosting the annual ‘2012 Tri-Cities Champion for Young Children Awards of Excellence’ on May 17 at the Westwood Plateau Golf and Country Club. Deborah Duncan, Children’s Coordinator and Rhian Piprell, Director are both finalist. The library received 5 complimentary tickets – the tables accommodate 8 and anyone interested in attending the event the tickets are \$30 each.

- #28** - Moved by Bill Leung  
- Seconded by Ann Carlsen

**THAT the CPL Board pay the \$30 ticket for the Trustee interested in attending the ‘Tri-Cities Champion for Young Children Awards of Excellence on May 17, 2012.**

Item #302a **Deputy Director's Report** – Silvana Harwood  
Deputy Director's report received.

Overall review of written report:

**Polaris:**

- Children's PAC is now available – it is still being edited but is there for children to use. Notices now being sent out for items due soon, overdue, fines, etc. We continue to work with GEAC and Polaris to extract additional information for the completion of the overdue data.

Citizenship Classes:

- Second set of classes started up again in April with two additional teachers (D Rolling and board trustee J.J. McCullough)

**E-Books:**

- Overdrive is up and running, both sites working with very few problems. Silvana attended 'Overdrive' seminar regarding issues that will be forthcoming with options available to libraries.

**Seminar by Councillor Selina Robinson:**

- Silvana attended seminar on putting your elevator speech together and found it to be very useful.

**Reports:**

- Working on Literacy Grant report, PLSB report and CULC report received previous week.

**Family Literacy Group:**

- Working together to put a 'Parks Reading' program for 4 parks in the Tri-Cities. Plan to have this operating this summer for 6 to 7 weeks with a grant from DeCoda.

Item #306 Department Heads Meeting – March 28, 2012  
- Department Heads meeting - minutes received

Item #500 Other Meeting Reports:

- a) Friends of CPL – Belinda Thornton sends her regrets but would like to pass on her 'Thanks' to the Board for all their help in making the 2012 Quiz Night a success.
  - Discussion and ideas from the Board for next year's 10<sup>th</sup> Anniversary event followed, e.g. a multimedia presentation, music, video etc. Belinda is already looking at different ideas and possibilities for next year's Quiz Night.
- b) InterLINK Report – by Lance Gueck  
April 1, 2012 INTERLINK BOARD follow up – report received.  
Some highlights:
  - The Economic Outlook – The forecast for public services in Canada; the current economic situation in Canada, is continuing to have an effect on public services.
  - Legislative Review Process – “The review of the Library Act is still underway. InterLINK and its member libraries are welcome to submit a brief to the process”

- Renting out library space/rooms – “Currently the ‘Act’ is silent on this issue – meeting and conference rooms are rented routinely; occasionally common areas, or the entire library is rented for special events, receptions, film-making, etc. A public library’s primary mandate is to provide access to materials and services – as long as these services are not hampered, libraries may rent such space.

Lance suggests that the Board invite Jacqueline Van Dyk attend one of the board meetings. She is a very diplomatic and engaging person and would discuss and give input to the ‘Library Act’ review. The Board agreed. **Jack has asked Lance to make the necessary arrangements/invite to Jacqueline Van Dyk to attend a future board meeting.**

- c) BCLTA – by Ann Carlsen  
*Compensation Survey:*
- May 12, 2012 AGM - Ann Carlsen has been nominated for a position on the BCLTA Board.
  - Ann is working together with Paul Tutsch, BCLTA Vice President and Susan Laidlaw, Library Consultant at BC Public Service on a province wide ‘Compensation Survey’. BCLTA will conduct the annual survey that will go out with the ‘Provincial Statistical Information’ survey (planned to be included in next years package). The Literacy and Libraries Branch of the Ministry of Education will store the information provided by Library Director’s digitally.
  - This would assist Boards in determining compensation packages for their Chief Librarians. Many factors are collected, e.g. education (degrees), experience (years) etc. Many of the smaller libraries are in need of this information and would benefit greatly. Information will only be available to the Chair of the Board of Trustees of participating libraries.
- Community Access Program (CAP) funding cuts:*
- BC will be hit with a \$515,000 cut in funding to 135 CAP sites in public libraries across the province.
  - The CAP cuts will not affect Coquitlam Public Library – CPL has not applied for this grant for several years. However, smaller libraries especially depend on this funding for community access.
  - The Board has been asked to either endorse the letter by Paul Tutsch, BCLTA Vice President or send our own.
  - The show of support by submitting a letter to the Federal government, The Hon. Christian Paradis would express our concerns over the cancellation of funding for CAP. The Board agrees that a separate letter to The Hon. Christian Paradis would provide more impact than endorsing the existing one and forward copies of the letter to our Members of Parliament (Hon. James Moore and Mr. Fin Donnelly) and our MLA’s (Diane Thorne, Joe Trasolini and Douglas Horne). **Rhian will draft a letter with the assistance from Lance and Ann.**

- #29 - Moved by Bill Leung  
 - Seconded by Bill

**THAT the CPL Board write a letter to The Hon. Christian Paradis, Minister of Industry in support of reinstating the Community Access Program (CAP).**

**carried unanimously**

- d) Council Liaison Report – by Councillor Linda Reimer  
- Moved In-Camera

## **ITEMS FOR DISCUSSION AND/OR DECISION**

- Item #601
- a) Director's & Officer's Liability Insurance – by Rhian Piprell
- Further discussion to purchasing separate 'D & O' liability insurance – have received input from several libraries that state no additional insurance is necessary because the municipality covers it. The Board is appointed by the City – are they covered under the City's insurance? Councillor Reimer suggests checking with Heather Bradfield, Legal Department of the City. **Rhian will follow-up with Heather Bradfield, City's Legal Dept.**

- b) Governance Training – by Jack Trumley
- June 9, 2012 – 9:00 am – 1:00 pm

- Item #602
- a) 'Future of Libraries' – May 1, 2012, North Vancouver City Public Library
- Rhian, Silvana (and interested) trustees, are planning to attend this evening event on 'What is the future of libraries' – special guest speaker Stephen Abram
- b) Library Survey - A 'test' sample of the library survey was available to all 'Quiz Night' participants. Comments and input were gathered and Silvana and Jamie both agreed to re-look at the survey and make the following changes:
- Shorter survey
  - Exact purpose of survey – look at the questions closely
  - Streamline the questions
  - ESL portion moved to the end of survey
  - Note that the on-line survey does not transfer as well on paper
  - Provide paper access to surveys

This was a great test run and received immediate and great feedback. We will be moving forward with this in the very near future and will be taking it to many of our events and venues, e.g. Family Play and Learn in the Mall, Book Bus etc. **Once complete – Rhian will send out a request as to where you would like to see this.**

Jack would like to see the focus of the survey geared towards our Strategic Plan. The survey will be made available to both 'library users' and 'non-users'; this will provide a good sampling and better credibility.

Ann brought up a good point about the name of the 'survey' – use of perhaps another word, e.g. Public Needs Questionnaire, Public Input, Future of the Library, etc... **This has been noted - Silvana will forward completed 'survey' to the Board upon completion.**

IPSOS Reid Survey – Ann noted that this years survey did not include any questions regarding the library – how can we change this? **Councillor Reimer will follow-up with Michelle Hunt in Corporate Services (City).**

Jack requested a motion for reimbursement of an E-reader and a \$100 gift certificate purchased for the 'Friends' Quiz Night raffle draw.

- #30 - Moved by Barbara Mitchell
- Seconded by Ann Carlsen

**THAT the Board approve to pay for the purchase of the E-reader and \$100 gift certificate for the 'Friends' Quiz Night raffle.  
carried unanimously**

### **ADJOURNMENT**

Motion to adjourn – Lance Gueck  
Meeting was adjourned at 8:00 p.m.

**THE NEXT REGULAR BOARD MEETING  
6:00 PM  
  
WEDNESDAY, MAY 25, 2012  
Board Room  
Coquitlam Public Library – Poirier Branch  
575 Poirier Street, Coquitlam, BC**