



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, February 22, 2012, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC.

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

Also Present: Rhian Piprell, Director
Silvana Harwood, Deputy Director
Sandra Haluk - Administrative Assistant
Belinda Thornton – President, 'Friends of CPL Society'

Absent: Ron Lee - Trustee

CALLED TO ORDER

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

AGENDA ITEM #'S 500e & 500a - moved forward

- Item #500e Council Liaison Report by Councillor Linda Reimer
- 'Evergreen Line' update – The Lincoln Station - A request for an additional station is public information and we are hopeful that we will be able to finalize details to support the additional station.
 - 'New City Centre Library' updates – Brent McCormack is busy reviewing and awarding projects for the construction of the new branch. The floor leveling is near completion and the construction of the mezzanine is expected to begin April 1st. The mechanical and electrical trades to follow. The 'new' City Centre branch expected completion date is September 2012.
 - 2012 Budget – The budget was passed at the 1st of the 3 readings with no additional funds for Sunday openings (all year long) and for a 'Coordinator' position at the 'new' branch. The budget was also adjusted to reflect the September opening in place of the June opening that was originally anticipated.
 - Wall murals – As per the Boards request - Councillor Reimer will be looking into the possibilities of wall murals at the 'new' City Centre branch and will enquire if it might work with the Spirit of Coquitlam Grant.

Councillor Linda Reimer left at 6:25 to attend a previous engagement.

- Item #500a Friends of CPL report by Belinda Thornton and J.J. McCullough
- Quiz Night 2012 - The 'Friends' annual quiz night is Friday, April 13th. Quiz night tickets and posters are now available for distribution. The Board trustees have purchased a table for the event. Jack sold a table to School District #43 Administrators and Silvana is working on Centennial and Charles Best High Schools to each purchase a table – create a bit of competition among the teachers. Several of the Trustees have confirmed they will each contribute a donation for raffle prizes. Jack Trumley suggested running an electronic donors board recognizing all donors throughout the evening. Bill Leung will once again contact 'Extra Foods' and Silvana Harwood will contact Thrifty Foods for refreshments/food. It was also suggested in order to keep the group together strategically put up pictures and posters promoting the 'new' library branch. Bill Leung asked what were the net proceeds from last year's event? Belinda's response was last years net proceeds were approximately \$4,000. Quiz Night 2012 publicity will be going out on the City Website, TriCity News and SNAP in the following month.
 - Belinda welcomed all Trustees to become new 'Friends of CPL' and collected registration dues
 - Annual Book Sale – CUPE, Local 561 have confirmed that there is no issue on behalf of the 'Friends' having an annual book sale. 'Friends' will begin collecting books throughout the year and storing them at one of the member's basements.
 - 2013 Calendars – Belinda confirmed she has placed an order for 125 calendars. Calendars are expected to go on sale later in the year.

AGENDA

Item #200 Approval of Agenda

- #9**
- Moved by Barbara Mitchell
 - Seconded by Ann Carlsen

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the January 25, 2012 meeting.

- #10**
- Moved by Bill Leung
 - Seconded by Bertha Rojas

THAT the minutes of the January 25, 2012 meeting be approved.

carried unanimously

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

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

In addition to the Consent Agenda:

The Human Resources sub-committee met on Tuesday, February 21st to discuss Rhian Piprell's annual 'performance and appraisal' review. Jack Trumley will be following up on the review process. The board minutes was also reviewed and the following changes were recommended; include any/all discussions, questions noted and by who and actions taken. Minutes will be prepared and distributed to the Board in approximately a week's time, whereas they may review and send any amendments and/or corrections/clarifications to Jack Trumley, Chair. Jack will then review and send any/all changes to Sandra Haluk for editing.

Item #305 Financials

Review of the year-end Statement of Financials for December 31, 2011. Bill Leung asked for clarification on the item 'Human Resource Fees'. Rhian will prepare and send the Board a breakdown of what comprises this line item. Jack asked for a breakdown of the 'Board' expenses for 2011 – administrative assistant will prepare an itemized list of board expenses from Simply Accounting's payables and email entire Board

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

Overall review of written report:

- *New City Centre Library branch* – Due to some higher costs from tendering than anticipated, Rhian met with the City, the construction managers, the architect and the electrical/mechanical systems suppliers to streamline the budget.
- *ILS* – The new 'Integrated Library System' implementation went extremely well and many thanks to the staff who worked hard to train, learn and implement the new system
- *E-Books* – Discussions continue over whether libraries should have access to loan new e-books.
- *Urban Libraries Settlement Agreement* – The Ministries of Education and of Labour, Tourism and Innovation signed a memo of agreement giving urban libraries opportunities over 3 years to provide services for new Canadians.
- *Living Library* – CPL had another successful 'Living Library' program
- *KPMG* – Auditors were with us the week of January 30 – Feb 3. Audit is now complete and our board audit meeting to be held beginning of March.
- *Budget* – currently waiting for the 2012 budget from the City, but have been sent the same quarterly amount as in 2011
- *Fundraising* – Rhian, Jack and Ann held a meeting to go over our fundraising plan. Per the meeting, letters were sent to City Council asking for their support and the same message was conveyed to Colleen Talbot, Chair of the Coquitlam Foundation.
- *Human Resources* – Rhian and Silvana attended the first of two Tri-Cities Intercultural Workplace Legacy forums at Douglas College. Kerrie Glover, HR/Payroll is participating as a leader in the community looking at communication in our diverse workplaces. Kerrie is working on a project to improve intercultural understanding between staff.
- *Public Relations* – SNAP ran the first 'Get Caught Reading' column – looking for advertisement sponsorship

- *BC National Book Award for Non Fiction* – Jack and Rhian attended this very prestigious event with the premier giving out the award – definite benefit to the Arts & Cultural community.
- *Charles Leadbetter, speaker* – School District #43 gave Rhian the opportunity to go to Victoria and hear Mr. Leadbetter speak. He is a leading thinker on creativity and innovation and was very inspiring. Rhian had the opportunity to sit down with government officials from Libraries and Literacy, Ministry of Education and officials from other parts of government and talk libraries. Rhian was also given the opportunity to ‘sound bite’ for internal and external government use – how relevant/important libraries are.

In addition to the report:

Urban Libraries Settlement Agreement - Bill Leung asked Rhian what is it she would like to see in the ‘Settlement Plan’ for the Library? Rhian would like to see a ‘Settlement worker’ placed in the Library that would work together with new-comers; and continue to build on what we are currently doing, e.g. multilingual programs, projects (e.g. Citizenship classes), outreach programs and working with other agencies such as SHARE, SUCCESS, ISS of BC...

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

Overall review of written report:

- *Polaris* – Integrated Library System installed and working – overall the conversion went very well and staff is pleased with the new system - all staff has been trained. We will continue to meet with staff over the next few months in seeing how we can best use the system – sharing how to’s and effective ways of dealing with new procedures and overflow.
- *Citizenship Classes* – Last week of classes in the series - will be getting input from ISS and the students on how we can improve. New set of classes will be starting some time in spring.
- *Family Play and Learn at the Mall* – Silvana met with them to discuss a change in venue location and also the issue to advertise the event so that families will be able to easily locate us near the Bay.

Item #500 Other Meeting Reports:

b) Item 401 Fundraising Committee

- Monday, February 20th - Rhian, Jack and Ann met with Colleen Talbot, Chair of the Coquitlam Foundation to discuss fundraising possibilities. The Coquitlam Foundation is interested in a naming opportunity at the new City Centre branch; silent study room, digital room or a meeting room. We were advised to pull the ‘E-book’ proposal and submit a new proposal for the ‘naming’ donation. Rhian completed and sent the proposal package the following day. The ‘Friends’ will be re-submitting the E-book application.
- Rhian, Jack and Ann met to go over our fundraising plan. Jack Trumley on behalf of the Board sent letters to City Councilors asking for their support with our fund raising efforts; when they are meeting with businesses, organizations and individuals that are potential donors to discuss our fundraising program – if interest is expressed the Board will follow-up.
- Ann Carlsen is on the ‘Arts & Cultural’ committee; this may be a good time to discuss the opportunities to partner up with other groups to assist with an ‘entryway art’ and public art in the new branch. Rhian will provide Ann with an artist description for the entryway that she can discuss at the next Arts & Cultural meeting on March 22nd.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #602 New Business

a) Signing Authority Update

Motion to amend the signing authority by removing John Meneghello and adding Ann Carlsen.

- #12**
- Moved by Barbara Mitchell
 - Seconded by Bertha Rojas

THAT the CPL Board amends the signing authority and removes John Meneghello and add Ann Carlsen.

carried unanimously

Signing authorities as follows:

one of the following signatures for CPL:

**Rhian Piprell, Director
or
Silvana Harwood, Deputy Director**

- and -

one of the following signatures for CPL Board:

**Jack Trumley, Chair
or
Lance Gueck, Vice Chair
or
Ann Carlsen, Treasurer**

- b) 'Polaris' Integrated Library System
- Rhian would like to take this opportunity to give a special 'thank you' to Silvana and her team for a brilliant job that went very smoothly. The library was closed only one day for the ILS implementation.
 - Silvana gave the Board an on-screen presentation of the new ILS and all its potential. She gave a demo of the 'Search' screen – our diverse community/patrons can choose to search for content using one of the following languages, English, French, Spanish, Korean, Chinese and Farsi coming later in the year.
 - Overdrive E-books will be implemented in to new 'ILS' April 1st, 2012.
 - J.J. McCullough asked if there is the possibility of linking other libraries. Silvana responded, "no - libraries would need to be using the same system."
- The new ILS is very intuitive; windows based, lots of on-line help, minimizes the information on the PAC for better clarity and a 'How to...' is

- provided for all patrons
- A continuous running demo on how to use the PAC is set-up by the Information desk on the big screen.
- Jack Trumley suggested an interview with local newspaper could provide a great profile for the library. Silvana Harwood to contact local newspaper to set up an interview session.

c) Governance Training

- Jack Trumley has discussed with the City an opportunity for governance training – this course is a great opportunity for new trustees and a refresher for all to know your responsibilities and relationship with the City. Jack will be meeting with the City to discuss this further and will bring this forward at next meeting.

In Addition:

In receipt of a letter of acknowledgement from the Mayor's office; on behalf of the Board they would like to send their sincere thanks to Teresa Rehman for going above and beyond.

In receipt of a letter received from a patron; on behalf of the Board they would like to send a thank you to staff that allowed a patron additional computer time in order for her to complete her homework.

Further discussions:

Staff Recognition - Bill Leung enquired if the Coquitlam Public Library has a formal recognition program. Jack Trumley stated recognition that comes from the Director has a greater impact on staff. Rhian and Silvana look at many ways to recognizing staff, e.g. at weekly Tuesday morning meetings where the minutes are then posted on the staff intranet; approaching staff directly and following up with a copy of letter in personnel file; Speak up forms - talking to staff and positive feedback goes back to Rhian for an opportunity to thank staff; dropping in on group/committee meetings and recognizing staff for their hard work. Rhian and Silvana believe staying in touch and close to the action is very important when acknowledging staff.

New City Centre Opening Celebration – Bertha Rojas asked if there are any plans for opening celebrations; e.g. a formal celebration with dignitaries and an all-welcome open-house event? J.J. McCullough suggested checking with the City to find out if they have any ideas/plans scheduled for this event. It was also suggested this may be an opportunity for a mural competition – Ann Carlsen has a list of artists and she will bring this forward through the 'Arts & Cultural' committee.

ADJOURNMENT

Motion to adjourn – Lance Gueck
Meeting was adjourned at 7:25 p.m.

THE NEXT REGULAR BOARD MEETING

6:00 PM

WEDNESDAY, MARCH 28, 2012

Board Room

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