



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, September 26, 2012, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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

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

Guest: Brent Cormack, Manager Facilities Planning and Construction, City of Coquitlam
(6:30 pm – 6:55 pm)

Regrets: Councillor Linda Reimer

Absent: Barbara Mitchell - Trustee
Ron Lee – Trustee

CALLED TO ORDER

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

AGENDA

Item #200 Approval of Agenda

#46 - Moved by Ann Carlsen
- Seconded Bertha Rojas

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the June 27, 2012 meeting.

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

**THAT the minutes of the June 27, 2012 meeting be approved.
carried unanimously**

Item #300a Approval of the Minutes of the August 20, 2012 Special meeting.

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

**THAT the minutes of the August 20, 2012 Special meeting be approved.
carried unanimously**

CONSENT AGENDA

Item #301 Consent Agenda received

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

Overall review of the written report:

- The Move – during the library closure at City Centre the book drops will remain in operation 24/7 and patrons will collect holds from Poirier. Staff at City Centre will be working 9:30 am – 5:00 pm shift – for staff unable to work during the day will work at Poirier for the duration. Moving company will be doing all the heavy lifting – boxes have been delivered for staff to begin packing.
- Communication – working with Jodie Lush, Communications Officer (City) to provide publicity about the move.
- Ordering – testing of equipment is taking place
- Public Art Embrace BC Grant – first meeting is on October 9th, 2012. Discussing with the Ministry the possibility of a photo op with the Minister at our grand opening
- Finance – library budget was submitted to the City at the end of August. Included is the request for Sunday openings – survey was referenced, 73% of people indicated the importance of year round Sunday openings.
- Variance Report (August)
 - Grants and revenue above budget estimates
 - Province of BC revenue – less than last year as it is based on the 'One Card' activity we do in Coquitlam
 - Fines and Fees – down due to earlier problems with accounts from Polaris and meeting room at City Centre out of commission since end of June.
 - Book Sales – still low, results of the push on book sales should show in September

- Expenditures below budget estimates
 - Employee Development – amount has gone down, put in \$5,000 that was received from the Tri-Cities Intercultural Workplace Legacy – a project we are involved in to make CPL a more culturally inclusive workplace.
 - Office Supplies – low, however will increase as we start to buy for the new library
- Benefits – actuals are still high, adding salaries and benefits together we are within our budget.
- Friends of the Library – presented information about the new library at the AGM and the Bridge Tournament. Confident that the group will have renewed success under the leadership of Jamie McCarthy in the coming year and thank you to the Board who continue to support the Friends.
- Conferences/Meetings – attended the SFU ‘Oh the Places We’ll Know: Big Ideas for Libraries in Communities’
- Fundraising – no results from the Golf Tournament in July. Still working on the naming policy. Coquitlam Foundation request to have a room named was accepted by City Council and \$26,000 will go into the project funds to pay for the equipment in the Coquitlam Foundation Meeting Room
- Human Resources/New Postings – long-term staff member Nancy Collins (formerly Systems) is our new Technical Services Coordinator. In combining the two departments (Technical Services and Systems) a new post for a systems technician was created. We recruited a person with over 20 years experience in the industry. An on-call Chinese cataloguer was hired to assist us with the back-log of Chinese material and extended hours of our Literacy and ESL Librarian from 12 to 21 hours based at CC as will our second full time Library Technician posting. These postings are all within our present staff funding parameters.
- Union – CUPE has not yet indicated bargaining start date
- Appraisal – conducted six month appraisal of the Deputy Director
- Website – expect upgrade to be done November/December

In addition to the written:

- Rhian and Jack participated in ‘Raise a Reader’

- Item #305 Financials:
- a) Statement of Financial Activities ended June 30, July 31 and August 31, 2012 – received
 - b) Balance Sheet as at June 30, July 31 and August 31, 2012 – received

- Item #306 Department Heads Meeting – September 19, 2012
- minutes received

- Item #500 Other Meeting Reports:
- a) Friends of CPL – by J.J. McCullough
Summary of the ‘Friends’ AGM on Saturday, September 15, 2012
prepared by Jamie McCarthy, President – received
 - Friends will be attending the ‘Community Connections Volunteer Fest’ on October 13th, 2012 – Coquitlam Centre Mall

- Friends attended the SFU Big Fair on September 19th, 2012 to attract new members.
- September 19th, 2012 Annual Bridge Tournament – proceeds will go towards the 'Books for Babies' program

b) InterLINK Report – by Lance Gueck
Public Library InterLINK Executive Director Report September 25, 2012
- received

- Discussing ILL Children and Adult workshops at VPL
- InterLINK offices moved to their new location on July 10th with few glitches. Air conditioning is needed by next summer and limited parking – 6 staff and only 2 to 3 spaces
- 'Just Ask' – reported 85 questions from Coquitlam
- Planning Committee is meeting prior to the October 26/27 InterLINK Summit to discuss 'Future Libraries'
- 'National Reading Campaign' the week of November 13th, 2012
- CLA – annual fee structure changes - Larger libraries with an operational budget of \$5 million and over the rates will go from \$350 to \$5,000 and smaller libraries will also see a rise in annual fees. Individual rates will remain the same.
- October 24th, VPL launched 'Inspirational' Day Passes – e.g. borrow passes to the Aquarium, Science World, Roundhouse and/or the Symphony.
- North Vancouver District Library survey – 1,300 respondents
- Port Moody Public Library – Contest for a 'new' Children's Library Card.
- Sechelt Public Library – hosting book sales every weekend over the summer. They have also acquired a collection of Russian bound books – for any library interested.
- North Vancouver City Library – The annual Gala raised \$15,000.
- Bowen Island Library – A student led Summer Reading Club was very successful. CBC news coverage - the borrowing of medical equipment e.g. wheelchairs, crutches, walkers etc...
- New Westminster Public Library – have experienced a rash of thefts and has them addressing the 'Security Camera Policy'
- City of Burnaby is celebrating their 120th birthday – 'Word on the Street', September 23rd – 25th
- Whistler Public Library Book Sale – a member of the 'Friends' goes through material for 1st editions and places them on the Internet for sale.
- Coquitlam Public Library – 'Living Library' on September 30th from 11:00 am – 2:00 pm

c) BCLTA – by Ann Carlsen
British Columbia Library Trustee Association Report September 25, 2012
prepared by Ann Carlsen – received

- September 29th and 30th (all day meetings) – Ann attending
- BC Budget – line item for the libraries has been eliminated and is now included in the Ministry of Education. A motion to change this is underway.
- New website is in the process
- New President and Executive Director working on improving policy and distribution to the Board.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #602 New Business:

- a) 'New' City Centre Branch Opening – by Rhian Piprell
Rhian prepared an outline of tentative dates – includes the closure of the old library up to and including ideas for the new library Grand Opening Day festivities – received.
- Rhian met with moving company to discuss 'plan of attack' - they will remove and re-shelf library material (with the guidance of our staff); move material from Poirier and move staff packed and labeled boxes.
 - Possible to have next board meeting
 - Grand Opening on Saturday, November 24th, 2012 – many ideas/thoughts were shared e.g. highlight the library by circulating people through stations, parade of book carts taking the last books to the new library (Oct 25th or 26th) – great photo/publicity opportunity for Mayor, Council and the Board, etc. It was recommended that the Board form a committee - Ann Carlsen and Bertha Rojas have expressed interest.

ACTION ITEM: Rhian will send out an email to the Board for anyone else interested in taking part in the 'Grand Opening' committee and set a meeting date.

- Partnership with Evergreen Cultural Centre Visual Arts – the centre has a committee made up of local community members who assist with the choices of the Evergreen Gallery – looking at a representative from the Board to join – Ann Carlsen volunteered if no others are interested.

ACTION ITEM: Rhian will send an email to Barbara Mitchell and Ron Lee (absent) if either is interested in volunteering for the committee.

- Next meeting is on Monday, October 22nd, 2012 – 5:15 pm at the Evergreen Cultural Centre.

- b) 'New' City Centre Branch Update – by Brent Cormack
Arrived at 6:30 pm and gave the Board a visual presentation on the progress of the 'new' library.
- Dates are firm – October 21st CPL on Burlington closes its doors and the new library opens on November 13, 2012
 - Shelving and Furniture have arrived and the MK Sorter is on schedule
 - The City's 'Evergreen Project Team' is acquiring the proposed coffee shop area. Another attempt for a coffee shop will be considered in 4 years after the Evergreen Line completion.
 - Coquitlam Foundation – signage on room will be up on opening day. Option to select room #3 – better exposure, higher profile.

ACTION ITEM: Rhian will meet with the Coquitlam Foundation and ask their room preference.

- Currently working on the final stage of designing signs
- Slight delay on some supply items
- Very pleased with Unitech Construction team

In addition to Item #602

c) Coquitlam Foundation Gala
Discussed the purchase and quantity of tickets to the 'Coquitlam Foundation 20 Years at the Heart of the Community' event at \$90/per person on November 15, 2012. Rhian, Jack and Lance are interested in attending.

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

**THAT the CPL Board purchase 4 tickets at \$90/person to attend the Coquitlam Foundation Gala event on November 15, 2012.
carried**

Trustee J.J. McCullough opposed motion.

Upcoming Meeting/Events:

- Coquitlam Town Hall & Budget meeting – October 4th, 2012 7:00 pm – 9:00 pm
Centennial Pavilion
 - Board is encouraged to attend
- Coquitlam Foundation Gala – November 15, 2012 6:00 pm Reception, 7:15 pm Dinner
Red Robinson Show Theatre at the Boulevard Casino
 - Rhian, Jack, Lance and another trustee attending
- ILL Meeting – November 27th, 2012 – Lance is unable to attend meeting and will send an email to Ron Lee (alternate)

ADJOURNMENT

Motion to adjourn – Ann Carlsen
Meeting was adjourned at 7:30 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

WEDNESDAY, OCTOBER 24, 2012

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