



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 24, 2013, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley - Chair
Ann Carlsen– Trustee
J.J. McCullough – Trustee
Kelly Zimmer – Trustee
Alice Hale – Treasurer
Ron Lee - Trustee
Bertha Rojas – Trustee
Councillor Terry O’Neill

Also Present: Rhian Piprell, Director
Silvana Harwood, Deputy Director
Sandra Haluk - Administrative Assistant
Jamie McCarthy – President, Friends of CPL

Regrets: Lance Gueck - Trustee

Guest: Rhonda Bender, Senior Negotiator - Metro Vancouver

CALLED TO ORDER

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

ITEM #500b FRIENDS OF CPL – Moved forward on Agenda (6:00 pm – 6:10 pm)

Jamie McCarthy, Friend of CPL

- *Quiz Night* – Friday, April 5th, 2013.

- Net income - \$3,339.80
- Samsung raffle prize made \$295
- The ‘Friends’ thank the Board for their help and donations.
- A very successful event and look forward to next year

- *Book Sale* - Saturday, May 4th, 2013

- Sale 11:00 am – 4:00 pm, City Centre Coquitlam Foundation Room
- Presale 10:00 am – 11:00 am for Friends and Trustees
- Still accepting books on Friday, May 3 (1:00 pm – 6:00 pm) during set-up
- Advertising – Posters are going up around the City and online community boards.

- *Funding Requests*

- 'Friends' currently have a large amount of money available to put towards funding requests from the library – May 25th meeting will be devoted towards this.
- Motion was passed to buy the name of a small study room for under \$5,000. Proceeds from this to go to the purchase of a 3D printer for the library – cost for a 3D printer is under \$3,000. Rhian will be providing information how to contact the city re: naming

AGENDA

Item #200 Approval of Agenda

- #23**
- Moved by Kelly Zimmer
 - Seconded Bertha Rojas

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the April 3, 2013 meeting.

- #24**
- Moved by Ann Carlsen
 - Seconded Alice Hale

THAT the minutes of the April 3, 2013 meeting be approved.

carried unanimously

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

- #25**
- Moved by Alice Hale
 - Seconded by Ron Lee

Item #302 Director's/Deputy Director's Report - Rhian Piprell
Director's report received

Overall review of the written report:

Friends of CPL

- Rhian, Silvana and our Teen librarian helped with the Quiz Night. It was a great success and special thanks to Jamie and her team.

Conferences / Meetings / Events

- Attended the Library Leadership Council meeting at Capilano University
- Emerging Art Talent reception was held at City Centre on April 4th
- Mayor Richard Stewart attended and participated in handing out prizes at our internal 'Reading Link' challenge. Both Rhian and Silvana will be attending the 'Reading Link' grand challenge and Rhian will once again be the Wizard of Words
- Rhian hosted the Coquitlam Rotary Club at the City Centre library and gave a tour of the premises. A member of the club is interested in naming a room in honour of his mother.

- Rhian met with David Munro, Ergonomic Development officer for the City to discuss opportunities for the City to use the library in a variety of ways. Rhian met with the Chamber of Commerce to discuss opportunities in the library.
- Rhian and staff attended a webinar on 'Polaris Community Profiles'
- Rhian and staff met to consolidate plans for 'World Languages' in 2013/14
- Rhian, Jack and Teresa Rehman attended the DiverseCity awards where we were presented with a finalist award (plaque)
- Silvana attended the Heritage Society Oral History reception due to our support in the project.
- Community Services Manager from the City toured both branches
- Silvana attended the 'Family Literacy' meeting and helped plan the summer 'Stories Galore and More' schedule

Human Resources

- Hosted a library school student for two weeks.
- Silvana updated the training/development list for 2013
- Rhian and Silvana continue to work on our policies to bring to the Board
- Dealt with staffing issues and monthly discussions with department heads – our formal 'Department Heads' meeting was postponed due to bargaining timetable

Facilities

- Received three proposals for the janitorial services for the City Centre branch
- Silvana reported to the City on the Spirit of Coquitlam grant for equipment
- Silvana set-up test cases for the use of our computer lab and did research on what others are doing.

Statistics – CULC (Canadian Urban Libraries Council)

- We took part in a pilot project through CULC. We did 'sweeps' of the libraries at various times of the day/week counting/noting what people were doing – how are they using the libraries. This a new way of looking at our usage and may give us valuable information.

In addition:

- E-Town Hall Meeting – set-up electronic access for the public to view and participate at both branches
- Reading Link Grand Challenge – Mayor Richard Stewart attended the event
- Coquitlam Rotary Club – member is interested in room naming – Rhian will contact Lori McKay
- SFU Student Survey – the survey results gathered from Henderson Centre showed a need for books in different languages
- Conference Survey – Silvana has a spreadsheet schedule of all conferences and courses on types of training requested and required. This is kept updated on an ongoing basis.
- RFP 13-02-03 Janitorial Services at Coquitlam Centre Library was awarded to Total Green Commercial Cleaning and Maintenance Ltd.
- Computer Lab – currently being used in-house but exploring the usage with outside groups
- Phone System – Telus has strongly expressed that they want to keep our business as a service provider – Rory Weston (Systems) is looking into this. We are in the process of acquiring quotes for a phone system and phone service at Poirier.

ACTION ITEM: Conferences / Meetings / Events – Rhian will forward along opportunities where a Board presence is valuable to Jack and he will forward it on to the rest of the Board for their participation.

Item #305

Financials:

- a) Statement of Financial Activities Variance Report ended

March 31, 2013 – report received

- b) Statement of Financial Position as at March 31, 2013 – report received
- c) Book Bus Expenses – as at March 31, 2013 – report received

Item #500 Other Meeting Reports:

- a) Friends of the CPL – by Jamie McCarthy
 - Moved forward on agenda

- b) InterLINK
 - Public Library InterLINK Board Meeting Summary April 9, 2013 – report received
 - Overall review:
 - ILL Board passed a motion to accept the audited financial statements
 - *Strategic Plan Update:*
 - Direct Patron Requests – 3 responses to the Feasibility Study RFQ and a committee is reviewing responses
 - *World Language Collections:*
 - 2013 order will be proceeding in April
 - *Consortia Purchase of Patron Cards:*
 - Orders for standard cards received
 - Two committee vacancies (Personnel and Planning) were filled.

- c) BCLTA – by Ann Carlsen
 - BCLA/BCLTA Conference –first year BCLTA is separate and its own events. By April 22nd sixty-two trustees registered. TOP's program will be ready to go at the conference.
 - It is estimated that on average a Trustee donates 13.2 hrs./month
 - Continued discussion on liability insurance - especially for smaller library Boards.

- d) Council Liaison Report by Councillor Terry O'Neill
 - Library Art Project – preferred artist has been identified - a formal agreement will be made upon a signed contract which is currently being finalized. Plans for a formal report to Council with an update on the project and then would make it public. Meeting with Corporate Communications to formalize a plan around the project.
 - Coquitlam's first E-Town Hall Meeting was on Saturday, April 20th – great success. Half of the inquiries came from online participants –of which at least one came from CPL
 - Council-in-committee April 2 - following a report 'Under the Casino Host Agreement', the City has allocated funds to support a community grant program 'Spirit of Coquitlam Grant'. Council has awarded \$400K-\$450K (on average) annually in Community Grants. Additionally \$35,000 is allocated in the annual operating budget to support the Active & Sport Hosting Grants. A revised Coquitlam Grant program would combine them into one; simpler funding program with consistent rules. Proposed changes will be brought to Council as part of the 2014 budget process.
 - 2016 BC Seniors Games – on April 15th, Council authorized the City to submit a bid to host the event. 2016 is Coquitlam's 125th birthday and the City has approved recommendation to the Art and Culture Committee to organize this 'big' civic event

- Wesbild was thanked for the Book Exchange Facility and were 'touched' that their efforts were recognized.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #601 Old Business

- a) Comparisons Expenditures 2012-2013

As a Board there is need to better understand the budget, require further clarification. Upon discussion it was agreed that additional information is required before approving the proposed budget.

ACTION ITEM: Breakdown of individual costs for Building and Grounds

ACTION ITEM: Clarification to GL 'Fire Prevention, Safety, First Aid'

ACTION ITEM: Investigate photocopy charges in other libraries – Kelly Zimmer suggested increasing photocopying charge to \$ 0.25/copy.

ACTION ITEM: What percentage of budget do other libraries in the region use to purchase E-books.

ACTION ITEM: 'Ken Haycock' invoice dated October 2012 paid in January 2013 posted in GL Board expense in error - will check with Donna (Accountant) for clarification.

Item #602 New Business

- a) Security at City Centre Library – Rhian Piprell
 - 'For discussion' report received
 - Overview of informational report:
 - Library is responsible for parking lot and library interior
 - Henderson is not prepared to have us 'piggy back' on their security
 - Number of incidents of youth smoking illegal drugs in both the parking level and stairwell that has led to the fire alarm going off once. The smell of marijuana occasionally wafts into the library premises. Staff and public leaving the library find it uncomfortable going to their vehicles.
 - There have been a number of issues inside the library. Henderson's security has informed us that issues will increase during the summer months.
 - Suggestions: Hiring security guard, security cameras in the parking lot, training for staff in dealing with people with mental health issues and the homeless. Currently exploring two courses that could possibly be done in-house in our computer lab.
 - Cost: Several security agencies were contacted and range anywhere from \$16 - \$18/hr.
 - *Additional suggestions/ideas from the Board:*
 - Pipe-in 'chamber music' on the parking level and stairwell
 - Install video cameras with intercom capability
 - Community policing
 - Library staff contact the RCMP

ACTION ITEM: Rhian and Jack are planning to meet with John Dumont (City) to discuss the security situation

ACTION ITEM: Rhian will prepare a 'plan of action' and present options/recommendations at the next board meeting

ADJOURNMENT

Motion to adjourn – Kelly Zimmer
Meeting was adjourned at 8:30 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

**WEDNESDAY, MAY 22, 2013
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9**