



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 3, 2013, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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

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

Regrets: Ron Lee - 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 – 6:25 pm)

Belinda Thornton, Friend of CPL

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

- 97 tickets (13 tables) sold as of today
- The ‘Friends’ voted down serving alcohol at this year’s event but voted to have alcohol at next year’s event.
- Ann Carlsen and Silvana Harwood are assisting the ‘Friends’
- New members – FOL are in ‘great shape’ and there is a showing of strong support
- Book Drive was very successful – over 1,000 items collected
- Book Sale is scheduled for May 4th at the City Centre branch

In addition: Kelly suggested coordinating with the (20) elementary schools and set-up a drop box for book donations.

ACTION ITEM: Kelly will contact Belinda and forward a list of schools to participate in donating books

ACTION ITEM: Sandra will pick-up raffle prize (Samsung Tablet) for the 'Quiz Night' - on behalf of the Board

In addition:

Councillor O'Neill clarified his role on the library board and has the same general powers and duties as trustee.

Moved into In-Camera at 6:25 pm and returned to Regular meeting at 6:40 pm

AGENDA

Item #200 Approval of Agenda

- #17** - Moved by Bertha
- Seconded Ann Carlsen

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the February 27, 2013 meeting.

- #18** - Moved by Bertha Rojas
- Seconded Ann Carlsen

THAT the minutes of the February 27, 2013 meeting be approved.

carried unanimously

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

- #19** - Moved by Alice Hale
- Seconded by Lance Gueck

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

Overall review of the written report:

Finance

- Included the revised budget statement and sent out to Finance Committee for questions/comments

- Variances – stated variances only where the overages are significant

Friends of the Library

- Both Director and Deputy Directed helped out with the 'Book Drive'. Deputy Director attended the March and Quiz night planning meetings.

Conferences/Meetings/Events

- Director and Deputy Director attended public art project meeting – 4 contenders for the project were interviewed and artist selected. J.J. McCullough and Ron Lee were voting members

- Rhian hosted the 'Library Leadership Council at CPL

- Rhian and staff from the Coquitlam Foundation and Evergreen Cultural planned the art reception at the library for April 4th.

- Rhian met with Ann Carlsen and Bertha Rojas to review policies that were in draft from 2011.

- Rhian attended the following meetings: Literacy Steering Committee, Community Planning and 'Welcoming Communities'

- Silvana attended a 'Progressive Discipline' workshop

Human Resources

- Union – 3 bargaining meetings in March.

- SFU – Students from SFU Leadership class engaged with non-members of the library at Henderson Mall and Pinetree High School and had a 'Facebook' workshop in our computer lab.

Facilities

- Janitorial Service at City Centre branch – received 3 applications and all attended the mandatory site visit.

- Rhian is trying to access a copy of the agreement between the City and Henderson Mall to outline our responsibilities outside the library. Have discussed with Henderson management about accessing their security and am still waiting for a reply.

Program/Services

- CULC – In April we will be taking part in a pilot statistics project – capturing the many ways people are using our libraries that are not captured in traditional statistics

- Spring Break puppet show was attended by 120 plus at both branches

- Reading Buddies – so popular that our Teen Librarian is adding another session

- Children's Department – added additional story times on Friday mornings.

Item #305 Financials:

a) Statement of Financial Activities Variance Report ended February 28, 2013 – report received

b) Statement of Financial Position as at February 28, 2013 – report received

c) Book Bus Expenses – as at February 28, 2013 – report received

Item #500 Other Meeting Reports:

- a) Friends of the CPL – by Belinda Thornton
 - Moved forward on agenda

- b) InterLINK – by Lance Gueck
 - ILL Meeting Summary – February 26, 2013 – report received
 - Overall review:
 - Main agenda items – InterLINK Executive election, appointment of committee members and final 2013 budget vote.
 - Summit – 2013 action plan circulated
 - Strategic Plan Updates:
 - Direct Patron Requests
 - World Language Collections
 - Consortial Purchase of Patron Cards
 - Urban Library Settlement Partnership
 - Website
 - Other items:
 - 2012 VPL Reference Grant & 2012 draft InterLINK Grant Expenditure Report circulated
 - InterLINK Board – final vote adopted the 2013 budget

- c) BCLTA – by Ann Carlsen
 - Seeking awards nominations for the following:
 - Advocacy
 - Super Trustee
 - Devising an ‘Advocacy Plan’ – providing background information
 - Looking into ‘Liability Insurance’ for Boards (especially smaller boards)
 - BCLTA Conference:
 - May 9th – 11th in Richmond
 - Friday – TOP’s training (revised program)
 - Saturday – all day conference for Trustees
 - Saturday morning – AGM Roundtable – all trustees are encouraged to attend – no fee
 - Rates: Full package \$320, Saturday only \$180.

Jack recommends priority to ‘new’ trustees attending the BCLTA 2013 conference.

- #20** -Moved by Alice
-Seconded by Councillor Terry O’Neill

THAT the Coquitlam Public Library Board approves and pays for Ann Carlsen to attend the full 2013 BCLTA Conference and Jack Trumley, Alice Hale and Kelly Zimmer attend all-day Saturday.

carried unanimously

- d) Council Liaison Report by Councillor Terry O'Neill
- Library Parking: March 27, 2013 - Maurice Gravelle, City's GM of Strategic Initiatives has advised council that city staff met with Henderson Place Shopping Mall reps and have agreed placing signs in designated areas 'No Library Parking is permitted' and signs to advise library patrons to follow existing library parking signage – stalls 1 thru 90

ACTION ITEM: Councillor O'Neill will discuss with Maurice Gravelle 'library parking monitoring'

- Burke Mountain – Councillor Hodge informed council that Wesbild is setting up a neighbourhood book drop box/book exchange.
- E-Town Hall Meeting – First ever will be held on April 20 at 1:30 pm at Council Chambers. The meeting will be webcast and citizens from home may submit questions or comments by Twitter, Facebook, and email or in-person attendance.

ACTION ITEM: Rhian/Silvana will coordinate and have a 'smart board' set-up at the City Centre branch and the 'Confucius Classroom' computer set-up at the Poirier branch for public viewing.

- Evergreen Line – March 23, 2013 Government officials announced the names of the stations: Lincoln Station (kitty- corner to the CC branch), Coquitlam Central Station (adjacent to WestCoast Express), Lafarge Lake-Douglas Station (in front of Evergreen Cultural Centre) and Burquitlam Station (Clarke Road), Moody Centre Station (next to PoMo West Coast Express) and Inlet Centre Station (Ioco Rd and Barnet Hwy).
- Coquitlam Travel Guide 2013 – Board was given a preview of the 'new' upcoming guide. David Monroe hopes to promote the City and businesses. It was agreed by the Board the Coquitlam Travel Guide 2013 may be available for the public at both library branches
- QNet Showcase – QNET, the City's fibre optic network (100% City owned public utility-no private dividends). Suggestion: Showcase QNET in our libraries – use an educational/literacy theme, publicizes 'what the library can do'. The more people who know about it and use it will benefit all of Coquitlam.

ACTION ITEM: Send a QNET proposal through Councillor O'Neill to pass along for Board feedback/approval

- Arts/Culture – The province is putting in money for artwork in the 'new' 4 Coquitlam Evergreen Line stations.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #601 Old Business

- a) Public Art Project Update by J.J. McCullough
- 4 Artists interviewed – unanimous vote 'Blake Williams' experienced artist
 - Non-controversial art
 - Vision: 40 mobile bird houses and a central piece in the library to tie them together – embraces the notion of diversity. Groups throughout the community (Seniors, Youth, Ethnic etc.) will participate and create 'bird houses' that best represents them - representing different venues in the community
 - Process will be photographed and documented

ACTION ITEM: Councillor O'Neill will discuss with Linda Baker (City) about a public art project announcement - 'public statement'

b) Comparisons Expenditures 2012-2013

The following action items will be addressed and brought forward at the next board meeting.

ACTION ITEM: Comparisons column will be edited to reflect the actuals from previous year vs. the approved 2012 budget and presented at next board meeting.

ACTION ITEM: Confirm 2012 actuals – Board and Employee Development expenditures – \$8,354 is confirmed and correct for both categories

ACTION ITEM: Security –is a concern at the ‘new’ branch and may be required as a 2013 budget item e.g. security guard(s), staff training.

In addition:

- Administration is currently spending a minimum of 3 days a week at the City Centre Branch. During times that administration is not there, designated staff is in charge in the event of any emergencies.
- Staff is well informed – every Tuesday (both branches) morning meetings represented by a person from each department share/discuss what’s happening in their departments and in the library. Minutes are taken and posted on the intranet for all staff.
- ‘Swapping’ staff– we are looking at re-scheduling a small number of staff from each branch to the other. Please note: Librarians currently work at both locations as part of their regular shifts.
- Rhian and Silvana will explore current roles and routines and benchmark against other libraries.

ACTION ITEM: Rhian will prepare a document for the Board to compare with other libraries - ‘Library vs. City’ responsibilities

ACTION ITEM: Board will be meeting to discuss what ‘tweaking’ the new branch may need - input gathered from patrons and brainstorm ideas for improvement and will present this at the next regular board meeting.

Item #602 New Business

- a) BCLTA Conference – Ann Carlsen
 - Discussed in item #500c – BCLTA

- b) DiverseCITY Awards Event – Rhian Piprell
 - Coquitlam Public Library is shortlisted for the 18th Annual Cultural DiverseCity Awards.

It was concluded that Jack Trumley, Teresa Rehman and either Rhian Piprell or Silvana Harwood will attend the DiverseCity Awards ceremony on April 17, 2013

- c) Staff Recognition by Rhian Piprell
 - Deferred

ACTION ITEM: Rhian will check with Rhonda Bender on making changes to the 'Staff Recognition' at this time.

Additional Items:

Janitorial Services (RFP) – 3 applicants toured the premises on a mandatory site visit on Tuesday, March 26, 2013. RFP closes on April 12, 2013 at 2:00 pm.

ADJOURNMENT

Motion to adjourn – Lance Gueck
Meeting was adjourned at 9:00 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

**WEDNESDAY, APRIL 24, 2013
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9**