

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the January 23, 2013 meeting.

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

**THAT the minutes of the January 23, 2013 meeting be approved.
carried unanimously**

ITEM #500b FRIENDS OF CPL – Moved forward on Agenda

Jamie McCarthy, President reported:

- *Quiz Night* – Friday, April 5th, 2013. Ticket price \$25 each – tables of 8.
Friends are currently canvassing donations throughout the business areas of Coquitlam and requesting a donation for a raffle prize from the Board.

A recommendation that the CPL Board provide a raffle prize of no more than a \$250 value, e.g.. Tablet is preferred – Kobo, Samsung or Blackberry.

- #13** - Moved by Jack Trumley
-Seconded by Bertha Rojas

**THAT the CPL Board provide a raffle prize for the Quiz Night and not to
exceed \$250.**

carried unanimously

Refreshments: A suggestion to serve alcohol at the Quiz Night will be taken to the 'Friends of CPL' planning committee for discussion and decision.

-*Book Drive* – Saturday, March 16, 2013, 9:00 am – 1:00 pm at the City Centre library parking lot. Posting on various community boards and press release have been approved. Jamie will be meeting with Janis Warren of the Tri-cities to have an article written on both fundraisers – Quiz Night and Book Drive.

The Friends are actively looking for a new secretary – Rebecca has stepped down and is moving to Toronto. In the meantime, Jamie will perform the secretary's duties.

Friends will be meeting next on Saturday, March 9, 2013.

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

- #14** - Moved by Bertha Rojas
- Seconded by Alice Hale

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

Overall review of the written report:

Finance:

- Revised Budget: original budget was submitted in September 2012 based on six month operational figures – the revised budget is based on end of year and audited statements and adjustments after receiving our confirmed City grant.
- Audit: KPMG met with the Audit Committee and presented the draft audited statements

Reports:

- Silvana, Deputy Director is preparing a written report for Libraries and Literacy – how our 2012 provincial funding was used. This is a first of a number of statistical reports she will be doing in the Spring 2013.

Technology:

- Polaris 4.1 upgrade was successful

Conferences/Meetings/Events:

- Rhian and Jack attended the BC National Award for Non-Fiction event – post the event we were offered the 144 new Canadian titles that were included in the jury determination
- Silvana helped organize the Family Literacy-5 year anniversary event at Coquitlam Centre mall on January 30th – many of our staff participated in the event.
- Tri Cities Literacy Committee had an open house event at our City Centre branch on February 13th and Rhian was one of the speakers.
- Jack and Rhian attended the Council committee meeting where the final report on the 'new' library was received by Council. Council seemed pleased with the report and thanked staff and the Board for our hard work.
- Rhian hosted her Rotary club at the new library and presented statistics and a tour of the premises.
- Silvana met with Citizenship Canada staff that is evaluating the Citizenship program in Canada.
- Silvana assisted high school and university students with projects.
- Silvana attended the first meeting to select an artist who will produce the public art piece for the new library.
- Rhian attended the Partington Creek open house – a library is scoped as a possibility for the neighbourhood area. Rhian was introduced to the consultant working on the project who is interested in speaking to us about a possible library presence.

Human Resources:

- Union – no bargaining meeting this month, however we met with our negotiator to clarify some points.
- SFU Students – we are working with a group as part of their leadership class.

Facilities:

- Receiving help from the City to complete the RFP for janitorial services at the City Centre branch.

Program/Services

- Statistics – Evidence of the effect of the new City Centre branch - December 2011 vs December 2012 – comparisons show an increase in many areas e.g. circulation (items checked-out) increased by 23,809, new memberships increased by 532, Children's programming attendance increased by 496 and Teen programming attendance increased by 124

In addition: Silvana reported on the circulation statistics of January 2012 vs. January 2013 – showing an increase of 34,304. Additional statistics on programming attendance, holds, questions asked at the information desk – have all increased significantly.

Several Council members are interested in how the library is being used and the outcomes brought forward.

ACTION ITEM: Silvana will track and publicize statistics at the board meetings on the various aspects of library usage for the Board on a regular basis.

Item #302ii Budget Comparison Expenditures 2012/2013 – report received and discussed further - following actions will be taken:

ACTION ITEM: Incorporate 2012 actuals on the 'Budget Comparisons Expenditures 2012 /2013', Item #302ii – vote on approval of revised budget at next meeting

- Book Bus line item removed from budget and incorporated back into appropriate expense accounts.

ACTION ITEM: Provide the Board a separate 'Book Bus' expenses document at every board meeting.

- Strategic Planning will be moved forward to 2014. This will allow the Board to both familiarize (new branch) and gain community input.

Item #302iii Comparison End of Year Revenue 2012/2013 – report received

Item #302iv Copy of Comparisons 2013 revised budget – report received

302a January Variance Report – received

Item #305 Financials:

- a) Statement of Financial Activities ended January 31, 2013 – received
- b) Balance Sheet as at January 31, 2013 – received

Item #306 Department Headings Meeting January 16, 2013 minutes – received
In addition: Request was made to use staff names not their initials in report.

Item #500 Other Meeting Reports:

- a) KPMG Audit Approval – Alice Hale, Treasurer
 - On behalf of the Board, Alice would like to thank Rhian and her staff (all involved) for their time, hard work and assisting the auditors.
 - Audit Committee (Jack, Alice, Ron and Rhian) met with KPMG and were presented with the 2012 'draft' audit statements. It was a very straightforward audit and received an overall satisfactory (passed). There were no control deficiencies, one internal deficiency – tracking vacation request (one occurrence) and Rhian addressed this immediately. A major change was the 'new' library and the TCA's (tangible capital assets). Financial Assets – cash line includes TCA's.

Jack recommends the approval of the KPMG Financial Statements of Coquitlam Public Library year ended December 31, 2012

- #15** - Moved by Kelly Zimmer
- Seconded by Ron Lee

THAT the CPL Board approves the KPMG Financial Statements of Coquitlam Public Library year ended December 31, 2012 as presented. carried unanimously

- b) Friends of CPL – by Jamie McCarthy, President
- Moved forward on agenda
- c) InterLINK – by Lance Gueck
- Lance was voted in as InterLINK Vice Chair
- InterLINK meeting notes for February 26, 2013 will be available at the next Board meeting
- d) BCLTA – by Ann Carlsen
- Compensation survey - LLB (Library and Literacy Branch) has hired someone and is going out to the Chairs that inputted data
- Planning & Governance Study Survey – Coquitlam participated and completed survey. Board Chair will take to the Board in near future.
- BC's Library Conference – May 9th to 11th, 2013 at the Sheraton Vancouver Airport Hotel in Richmond. BCLTA will be hosting Saturday all day (free), including AGM and Roundtable –for trustee issues. Reception to follow for any trustees who wish to attend. New TOP's (Trustee Orientation Program) introduction held on the Friday – speaker Ken Haycock. Full agenda is coming.
- The deadline for 2013 awards nominations is March 30.
- BCLTA currently has 6 vacancies – any interested Trustee may be eligible.
- New this year: SOFI (Statement of Financial Information) must be approved by the Board.
- e) Council Liaison Report by Councillor Terry O'Neill
- **Council-in-Committee – February 18, 2013** - Presentation by Maurice Gravelle of the 'Project Completion Report of the City Centre Library was received at the Feb 18 'Council-in-Committee. Both Jack and Rhian were in attendance. After the presentation Councillor O'Neill shared with Council and the public a positive letter that was received from the Literacy/English Practice group. Many Councillor's expressed great satisfaction and pride in both the construction project and operation of the new branch.
- **2012 Final Trimester Report** from the Deputy City Manager reported that attendance at CPL declined 13.8% in 2012. Rhian addressed Council and explained why the decline - reasons for this include: one month closure of old branch, program room closure at old branch due to the coffee shop (Cornerstone) expansion – all library programs (Summer Reading, adult programs...) were re-scheduled outside the premises and parking problems. Noted: The 'new' City Centre branch attendance is double what it was at the 'old' branch. Several Council members are intrigued by the numbers and it was suggested tracking the usage numbers – physical and on-line usage, accessing magazines digitally, statistics dealing with all aspects of library usage.

- **Open Houses for the Partington Creek Neighbourhood Plan** – the plan talks in very general terms about a library – future land designations for ‘civic and major institutional’, such as a community facility, to create a civic services hub. Rhian attended open house and met with many people and made good contacts. This is an opportunity for the City and Library Board to explore and collaborate
- **Evergreen Line** – Council received a report from the ‘Evergreen Line’ construction team and the increase of construction activity. CPL staff and others interested can access information at: www.evergreenline.gov.bc.ca/infosheets.htm and traffic updates at: 604-927-2080 24hrs/day, 7 days a week.
- **Signage around Port Mann Bridge** – Feb 4th, Council made a strong statement in favour of better signage. Action will be taken to identify the fact that Highway 7 east from the bridge leads to Coquitlam.
- **February 18th meeting** – Coquitlam Council gave first, second and third reading of bylaw to borrow \$17.9 million to pay for new infrastructure works – most of them for Burke Mountain. Residents will have an opportunity to vote in March and April – if less than 10% Coquitlam electors oppose, the bylaw will return to City Council for fourth and final reading on April 29th. All borrowing is intended to be paid back through DCCs – no cost to the taxpayers.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #602 New Business

- a) Visual Arts Committee meeting – Ann Carlsen
- Need to develop an approval policy
 - Art wall is not exclusive to Evergreen
 - Ann Carlsen recommend we prepare an MOU (Memorandum of Understanding) with Evergreen Cultural Centre: Evergreen may have priority to the ‘art wall’; all art be reviewed by the Board; MOU be flexible; Board retain control; Evergreen would be liable and responsible for lifting/placing art; MOU reviewed annually.

In the interim ‘Evergreen Cultural Centre’ has a collection of grade 12 student’s art for a March display.

- Moved by Jack Trumley

THAT the CPL Board approve the grade 12 students art work for display at the City Centre branch in March.

all in favour

In response to a question asked by Kelly Zimmer on ‘Elementary School Art’ (outstanding pieces of oil/canvass art) on display in the library - it was agreed that the art be presented and reviewed by the Board prior to display.

- b) Arts & Culture Committee – Councillor Terry O’Neill
- Terry O’Neill, Vice Chair
 - Adopting a work plan: provide advice on cultural issues in the community – advocate and promote cultural activities; Cultural Sustainability – Spirit of

- Coquitlam annual grants criteria – submission for grants (open to all that meet the criteria)
 - Recreation Parks and Culture – bringing forward a master plan on Cultural Mapping to Council on the following Monday.
Cultural Visibility - support and connect cultural organizations
 - The 'old' City Centre library space will be home to the City's Archives as well as other staff
- c) Policy Committee – Ann Carlsen
- Ann Carlsen recommends the 'Policy Governance' committee meet to review and identify the policies that need updating – some of which are due to the 'new' library branch.

Handout: Board was given a (USB) copy of the 'Board Policy Manual' and 'Library Act'

ACTION ITEM: Send out 'urgent' 'policy' items to the Board that requires immediate attention.

Prior to adjournment:

Jack Trumley, on behalf of the Board would like to thank Teresa Rehman and staff on the Cultural DiverseCity Awards application – fantastic work!

Jack requested a change of date for the March board meeting – March meeting is moved to April 3, 2013 – all in favour.

ADJOURNMENT

Motion to adjourn – Lance Gueck
Meeting was adjourned at 7:35 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

THE NEXT REGULAR BOARD MEETING
6:00 PM

WEDNESDAY, APRIL 3, 2013
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9