



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 26, 2013, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley - Chair
Ron Lee – Trustee
Kelly Zimmer – Trustee
Lance Gueck – Vice Chair
J.J. McCullough – Trustee
Councillor Terry O'Neill

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

Guest: Astrid Heyerdahl, Visual Arts Manager – Evergreen Cultural Centre

Absent: Alice Hale – Treasurer
Bertha Rojas - Trustee

CALLED TO ORDER

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

SPECIAL PRESENTATION: 6:00 pm – 6:15 pm

Astrid Heyerdahl, Visual Arts Manager presented a PowerPoint on 'Community Gallery Partnership' with City Centre Library and Evergreen Cultural Centre. A draft document of the 'Partnership Agreement' was prepared and handed out to the Board. Highlights of the draft included the following: the representation of local artists, art themes, connecting visual and "literary art" (joint programs with the library), and exhibition dates. The presentation/draft document was well received and the Board made recommendations that both parties agreed on. The visual arts manager will construct a contract outlining the library's position and include terms indicating that the library is not responsible for the artwork.

ACTION ITEM: Astrid and Silvana will meet at City Centre in July and Astrid will email Silvana a revised 'Community Gallery Partnership... document.

ACTION ITEM: Silvana will send Brent Cormack (City) an email to investigate the possibilities of enhancing the art wall, e.g. track lighting.

Astrid presented the Board an artwork display of the Port Mann Bridge Construction from a local artist and an immediate opportunity for this 'art' showing at the City Centre Library branch.

- #36** - Moved by Kelly Zimmer
- Seconded by J.J. McCullough

**THAT the CPL Board approve the artwork display presented by Astrid Heyerdahl for the art wall at the City Centre Library.
carried unanimously**

AGENDA

Item #200 Approval of Agenda

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

**THAT the agenda be received.
carried unanimously**

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the May 22, 2013 meeting.

- #38** - Moved by Kelly Zimmer
- Seconded Councillor Terry O'Neill

**THAT the minutes of the May 22, 2013 meeting be approved.
carried unanimously**

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

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

**THAT the Consent Agenda be approved
carried unanimously**

Item #302 Interim Director's Report and Variance Report May 2013 – prepared by Silvana Harwood – Received

Overview of written report:

- Working on staff scheduling – job postings are being filled (mainly Sunday shifts)
- Reviewing budget and speaking with City staff re process – base budget is 0
- Interviewed librarians and library technicians re on-call staff – hired excellent candidates.
- Attended Coquitlam Foundation event – recognized for being a major grant recipient
- Attended Environics seminar on demographics
- Attended Canadian Mental Health Association seminar
- Attended Family Play and Learn meeting
- Attended InterLINK meetings

In addition to written report:

- Met with City staff regarding parking lot security enhancements at the City Centre branch recommended by the RCMP:
 - Mirrors installed – improve visibility
 - Fencing installed – safety
- Action Log Item #3 – Board e-mail on website
 - The trustees agreed to include a 'Board e-mail' on the CPL website under About CPL - Library Board and to provide Jack with an access link. Jack will forward pertinent information to the Trustees.

Item #303 Library Board Action and Issue Log
- Received

Item #306 Financials:
a) Statement of Financial Activities Variance Report ended May 31, 2013 – report received
b) Statement of Financial Position as at May 31, 2013 – report received
c) Book Bus Expenses – as at May 31, 2013 – report received

Item #307 Friends of CPL Summary Activity Report – May / June 2013 – prepared by Jamie McCarthy - received

Report Summary:

- Book Sale - \$1,250.90 profit – very successful event. Planning on having a second event in the future. Thank you to Board members who donated materials and came to the Sale.
- Funding Requests – Lego Club, Books for Babies, Adult Literacy training and Board Book purchase were approved.
- The 'Friends' were given a \$500 donation from the Young Authors Club from Ecole Panorama Heights Elementary School. This is the second year they have raised funds to donate to the Friends
- AGM in September (date TBD)

Item #500 Other Meeting Reports:

- a) InterLINK – by Lance Gueck
Board Meeting Summary Report – May 28, 2013 – received
Executive Director’s Report – May 28, 2013 – received

Report Summary:

Main agenda Items were action items that were developed as a result of the October 2012 InterLINK Summit

Strategic Plan Updates:

- Direct Patron Requests
- InterLINK Communication Plan
- InterLINK Staff Development Plan

Updates of the following:

- World Language Collections
- Consortia Purchase of Patron Cards
- TeenRC
- Urban Library Settlement Partnership

Other Items:

- 2013 Statement of Financial Information (SOFI) statement presented
- Bequest of art to FVRL
- RPL’s public consultation process
- Restoration of Literacy Outreach Coordinator funding in Lillooet
- New Director searches in North Van District and Coquitlam
- Completion of VPL’s RFID project
- NVCL’s new website
- Strategic planning in many libraries
- Digital download trailer visiting Whistler
- Gibson’s Festival of the Arts
- Burnaby receiving the BCLA Merit Award for outstanding achievement in programs and services – *‘Embracing Diversity: Sharing Our Songs and Rhymes’ project*

- b) Council Liaison Report – by Councillor Terry O’Neill
Report to Library Board June 2013 - received
- Council approved Partington Creek Servicing and Civic Facilities Assessment – anticipate recreational/cultural amenities worth approx. \$40 million. The amenities may include a gymnasium, swimming pool, library, multi-purpose meeting space and community policing. The size of the facility is expected to be in the range of 40,000 – 50,000 sq ft.
 - Council created a new ‘Evergreen Line Public Art Task Force – recommendations to council on the commissioning of artists and the selection of public art to be displayed at the four new Evergreen Line stations.
 - Former Library Director Rhian Piprell is the Coquitlam Heritage Society’s new representative on the Arts and Cultural Advisory Committee
 - Canada Day celebration at La Farge Lake – Coquitlam Public Library will be participating in the event

ITEMS FOR DISCUSSION AND/OR DECISION

Item #601 Old Business

- a) Telephone System Update – by Silvana Harwood

Our current telephone system at the Poirier branch is past the useful life. Rick Adams from the IT department of the City reviewed the proposal/quote from Digital Systems Inc. for the update of the Poirier telephone system and recommended we accept the proposal. The upgrade would integrate the telephone system between both branches and allow call transfers. We will be looking to terminate our telephone service with Telus and expanding our Shaw service and save on monthly fees.

ACTION ITEM: Silvana will prepare \$ amounts for the ‘new’ telephone system and email Board

Item #602 New Business

- a) Room Naming by Silvana Harwood

There is a private individual that has expressed interest in naming a room – this has prompted the library to re-visit the room naming policy. Silvana met with Nicholas Najda of the City - the room naming policy remains in place and has been in effect since November 2007. Non-profit – 10% of capital costs of the room square footage; profit – 25% of capital costs of the room square footage (calculations based on size of room) and 5 year term/limit (not indefinite).

Councillor O’Neill is in favour of developing a City policy on sponsorship opportunities and will be presenting this to Council for discussion.

In the planning stages of the ‘new’ City Centre branch the wall above the ‘new’ books was originally developed as a ‘Donor Wall’ e.g. buy a plaque, book spine, etc...for a monetary amount - ‘plaque’ with name is mounted on the wall.
Suggestion: Along with the unveiling of the ‘new’ Bird House’ project event in the fall this may be a good opportunity to promote the ‘Donor Wall’ as a fundraising contribution.

ACTION ITEM: Silvana will email her colleagues to see what other libraries are doing.

b) Multiple Monthly Meeting Room Bookings by Jack Trumley

A request was received by a non-profit group wanting to book a meeting room twice a month.

The Board discussed and agreed to allow a second booking at the room rates set forth in the board policy.

- #40** - Moved by Councillor O'Neill
- Seconded by Lance Gueck

**THAT the CPL Board approve non-profit groups second bookings in a month to be charged the room rate as for profit groups per board policy 'Special Services' Public Meeting Room Regulations', section M.
carried unanimously**

c) Representative for the Arts and Culture Advisory Committee
by Silvana Harwood

Due to a recent vacancy on the Board a new appointment of a Representative for the Arts and Cultural Advisory Committee is requested by the City. J.J. McCullough has agreed to accept the appointment

In addition to Regular Agenda:

d) No longer resident of Coquitlam - J.J. McCullough, Trustee

J.J. McCullough advised the Board that he no longer resides in the City of Coquitlam. The Human Resource Committee would like to honour his appointment on the Board for the remainder of 2013. In accordance with the Library Act, Term of Office Section 6 (6), City Council may remove a member of the library board if the trustee ceases to be a resident of the municipality – Councillor O'Neill will advise Council.

e) Friends of CPL representative

Jack Trumley will assume the 'Friends of CPL' representative in the interim till the end of this year.

f) 'Bird House' Project – presentation by J.J. McCullough

J.J. presented a PowerPoint presentation on the various phases of the 'Bird House' project expected to be completed and installed mid November 2013 at the City Centre branch - City Council has final decision

ADJOURNMENT

Motion to adjourn – Lance Gueck
Meeting was adjourned at 7:45 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

WEDNESDAY, SEPTEMBER 25, 2013
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9