



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, May 22, 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: Silvana Harwood, Deputy Director
Sandra Haluk - Administrative Assistant

CALLED TO ORDER

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

AGENDA

Item #200 Approval of Agenda

#29 - Moved by Alice Hale
- Seconded by Bertha Rojas

THAT the agenda be received.
carried unanimously

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the April 24, 2013 meeting.

#30 - Moved by Ron Lee
- Seconded Kelly Zimmer

THAT the minutes of the April 24, 2013 meeting be approved.
carried unanimously

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

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

Item #305 Financials:

- a) Statement of Financial Activities Variance Report ended April 30, 2013 – report received
- b) Statement of Financial Position as at April 30, 2013 – report received
- c) Book Bus Expenses – as at April 30, 2013 – report received

Item #500 Other Meeting Reports:

- a) Interim Director – Verbal Report by Silvana Harwood
 - Book Sale by the Friends of CPL was a success and very well attended
 - Currently working on transferring/rotating material on the Book Bus
 - Attended the 'Festival Planners Network' meeting
 - Met with the Tri-Cities Chamber – planning to work together and providing information
 - Met with the Literacy Committee meeting – Stories Galore & More, summer story times in the Tri-City area parks.
 - Met with SD#43 and United Way - providing \$500,000 over 5 years to assist neighbourhoods in the Port Moody/Coquitlam area
 - Met with two staff members of the School Board – Federal government is taking back the citizenship classes and will now be offered through the school district
 - Gave a Korean delegation tour – 22 Korean librarians visited the 'new' City Centre branch and were very impressed with our library
 - Thursday, May 23 – will be attending the Tri-Cities Champions for Young Children Award of Excellence – Deborah Duncan is a nominee
 - Administration and Union meeting – working on implementation of the new contract.
 - Working on library statistics for the province

ACTION ITEM: Silvana will send an email to the Board with the name of a speaker she attended at the BCLA conference – 'Importance of Books'

In addition: Jack Trumley, Chair would like at this time to thank the Administration Staff for their ongoing work and efforts.

- b) InterLINK – Lance Gueck
 - No report.
- c) BCLTA – by Ann Carlsen
 - Nothing new to report at this time – the conference was the highlight.

- d) Council Liaison Report by Councillor Terry O'Neill
May 6, Committee
- City Manager:
 - Council was presented with the 'Partington Creek' report
 - Staff Recommendation: That the Committee receive the report of the General Manager Planning and Development dated May 7, 2013 entitled 'Proposed Partington Creek Neighbourhood Plan (PCNP)' for information - *approved*
 - Parks, Recreation and Culture Services:
 - Council was presented with the Welcome Project report
 - Staff Recommendation: That the committee receive the report of the Acting General Manager Parks, Recreation and Culture Services dated May 7, 2013 entitled "Coquitlam City Centre Library Public Art – 'The Welcome Project'" for information – *approved*
 - Reported to Council, in-camera the Board's decision regarding the Library Director
- e) BCLA Conference 2013
- BCLA/BCLTA Reports submitted by Ann Carlsen received
- Topics:
- BCLA Session 1: How to Annoy Reporters, Hurt Your Credibility and Look Silly
 - BCLA Session 2: The Benefits, Barriers and Best Practices of Building Deeper Connections with Business
 - BCLA Session 3: Getting from Here to There: Leadership in Changing Times
 - BCLA Session 4: Legal Research in a Nutshell
 - BCLA Session 5: Hot Topic: Licensing Negotiating the Shadows
 - BCLTA: The W5 of Fundraising for Libraries
 - BCLTA: Making the Most of the Chief Librarian and Board of Trustees Relationship – Four Themes: Collaboration, Communication, Continuity and Conflict Resolution
 - BCLTA: Planning to Succeed: Results of the BCLTA 2013 Governance Survey (full results available on BCLTA site)
- Highlights:
- Overall excellent conference – Directors/Board members panel discussion was exceptional
 - Shared 'Mission Statements' with other Boards – recommend Boards work together and talk to each other

ACTION ITEM: Suggestions - Councillor O'Neill is ok with providing his email on the CPL website; setting up an email for anyone wishing to contact the Board – Silvana will check with our Systems Department

ITEMS FOR DISCUSSION AND/OR DECISION

Item #601 Old Business

- a) Security at City Centre – by Silvana Harwood
- Corporal Brad Popowich, NCO i/c Community Response Team surveyed the City Centre branch area to determine problems
 - Parkade - suggestions were made to improve the car park level – these will be forwarded on to our City contact
 - Stairwell – need signage prohibiting smoking
 - Water pressure gauge in stairwell – suggest the Fire Department ensure protection from vandalism/tampering
 - Overall: Additional signage both in the parkade and stairwell – police officers will continue to attend the parkade. Report problems to the police non-emergency number however all emergencies or crime in progress call 911. Confident with a few minor physical changes to the facility and attendance by police will keep problems to a minimum.
Community Policing Station:
 - Bicycle policing and regular people patrols

There have been no 'new' issues to date.

Recommendation: Monitor it one year to see how things go. If we experience problems over the summer months we can then look at hiring a security guard on a 'as need basis'. Board agreed.

ACTION ITEM: Board Trustee suggested a 'Volunteer Greeter' (e.g. 'Friends' member) in the library entrance area – Silvana will research the suggestion

Board Trustee suggested installing 'dummy' cameras with flashing lights in the parkade

ACTION ITEM: Silvana will do research on the 'dummy cameras'

- b) E-Books by Silvana Harwood

Coquitlam Public Library material budget spends an average of 3% on e-books. The % of materials budget spent on e-books is within the average spent compared with other InterLINK libraries:

- Port Moody – 3%
- Burnaby – 2%
- Fraser Valley – 7% (added a huge number once they had to go alone and had a large budget for it)
- Surrey – 6.61%

- c) Photocopier Charges by Silvana Harwood

Received a report from InterLINK on photocopier/printer charges and it appears that \$.20 is the average cost:

- Port Moody – \$.20
- Burnaby – \$.15 (looking to increase to \$.20)
- Fraser Valley – \$.15
- Surrey – \$.20
- Richmond - \$.20

Increasing current cost of \$.15/copy to \$.20/copy as of September 1, 2013 would give the library an opportunity to notify the public.

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

THAT the CPL Board amends the current board policy 'Fees & Charges', Section J to increase the photocopier and printer charges to \$.20 as of September 1, 2013.

carried unanimously

- d) Children's Library Cards by Silvana Harwood

Received 3 quotes – one at \$.19/card (US vendor) and two at \$.25/card (Cdn. and US vendors).

Recommendation: Include a 'Children's Library Card' contest with our Summer Reading program and children can submit artwork/layout for 'new' cards. The winners' artwork will be used to order approximately 4,000 children's library cards from the Canadian vendor at \$.25/card. Board agreed.

Item #602 New Business

- a) Sunday Opening by Silvana Harwood

Preliminary numbers were calculated per the new collective agreement and the result was no additional staff cost in opening all year. Part of the agreement includes posting Sunday positions, however summer is not a good time due to vacations – recommend September. In the meantime fill positions on a rotation basis till then – extra hours for staff. The City has expressed interest in the library opening all year long.

- #33** - Moved by Lance Gueck
- Seconded by Bertha Rojas

THAT the CPL Board approves Sunday openings from June 1 to August 25, 2013 from 12:00 pm – 5:00 pm for a total of 11 additional Sundays.

carried unanimously

- b) Canada Day by Silvana Harwood

We have been asked by the City to take part in the Canada Day celebration event from noon to 8:00 pm. We would require two staff, and Silvana. In order to do so we would need to pay the staff double times his/her hourly rate. Board agrees and no motion necessary.

The Board offered to help and drop-in if needed.

- c) Board Agenda by Jack Trumley

All agenda items must be submitted to the Board Chair no later than the Wednesday prior to the board meeting and Jack will forward them on to Sandra/Admin. by Friday morning. Board package is sent out Friday afternoon.

Suggestion: Alice Hale requested implementing an action item log – this would allow tracking action items and resolutions – Sandra agreed and will provide a resolution log with the board package.

ADJOURNMENT

Motion to adjourn – Bertha Rojas
Meeting was adjourned at 6:55 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

WEDNESDAY, JUNE 26, 2013
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9