



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, November 27, 2013, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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

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

Absent: Ron Lee - Trustee

CALLED TO ORDER

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

AGENDA

Item #200 Approval of Agenda

#52 - Moved by Bertha Rojas
- Seconded by Councillor Terry O’Neill

THAT the agenda be received.
carried unanimously

APPROVAL OF MINUTES

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

#53 - Moved by Kelly Zimmer
- Seconded by Councillor Terry O’Neill

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

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

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

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

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

Jamie McCarthy, President of the Friends of CPL
- report received

Overall review of the written report:

- In October, the 'Friends' participated in the Tri-Cities Volunteerfest. Due to the event the 'Friends' signed up two new members. Another new member joined in November who found out about the 'Friends' on an SFU's volunteer recruitment board.
- Funding request from the Library to purchase \$500 worth of Korean material was approved at the October meeting
- Annual budget was discussed at the November meeting and what to dedicate past and current year funds towards.
- Next 'Book Sale' – Saturday, May 10, 2014
- Next meeting – Saturday, January 11th – hoping to dedicate the majority of the meeting towards planning Quiz Night 2014. Tentative date: Friday, April 11th, 2014

ITEM #302 Interim Director's Report – Silvana Harwood - Interim Director's report received

Overall review and discussion of the written report:

- Attended 'Future of Libraries' conference – lots of questions/discussions on the following: library staffing, staff training in the future, budget, union issues, value of service, vendors/partnerships, e-books, skills, customer relations in the community, technology...
- Attended 'New to BC' launch – many good speakers from the group of new immigrants
- Assisting City staff with the planning of the 'art unveiling' event on December 5th
- Presented Budget to Council
- Attended a City 25 year staff recognition for one of our staff
- Attended a 'Multicultural government/group event at the City Centre branch
- November 14th we held our 1st anniversary celebration at City Centre – the Mayor and several Councillors attended as did a few of our board trustees
- City Centre passed the fire inspection
- Currently working with the Fire Dept. and Henderson to have keys to access the stairwells for those who do not want to take the elevator
- Over 60 people attended the CPL new to BC volunteer information meeting
- Reviewing our furniture and equipment needs for both branches
- Looking to re-arrange some of the areas at the City Centre branch to make better use of the space
- Attended InterLINK AAG
- Attended both internal and external meetings throughout the month

In addition:

As per request from previous board meeting – Silvana prepared a January to June 2013 room usage chart that identified the frequency and time of day used by the literacy groups. The findings showed the usage on the rooms was primarily mornings. It was agreed to continue the bookings as is and moving forward continue to monitor the usage for any significant changes.

BC Hydro has confirmed rates will increase by 9% in 2014. This may affect our budgeted numbers.

Language learning computers at City Centre are currently under-utilized. An option being considered is moving them in to the language lab and patrons could use headsets so not to disturb one another.

Additional chairs were purchased for the City Centre board room. Office dividers for the staff on the mezzanine level are ordered. We are considering an additional divider to allow more access to the board room and staff would not be interrupted.

We are in the process and have requested from the Fire Inspector stairwell access (both up and down) to the second floor parking area. Currently the fire exit stairs are used only one way – down.

Todd Gnissios, the new Director - staff announcement was made on Friday, November 22nd per Jack Trumley's approval.

Each board member received a copy of the CPL Annual Report.

ITEM #303 Library Board Actions and Issue Log
- Received

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

ITEM #500 Other Meeting Reports:

- c) Friends of CPL Verbal Report – by Jamie McCarthy
– moved forward on the agenda

- a) InterLINK – by Lance Gueck
The following documents were circulated among the Board for review and sent via email the following day:
 - Agenda Item #805 Recommendation from AAG re: Teen Reading Club
“THAT if no outside funding is secured \$11,000 be taken out of the InterLINK Program Reserve for 2014 and that future funding for the TeenRC program be built into subsequent budgets as an operating cost.”
 - Agenda Item 701 Direct Patron Requests Board Update (November 26, 2013) – since the consultant's report on September 24, and Board approval “Phase 2” of the feasibility study is moving forward.
 - Agenda Item 801 Sponsorship Policy
 - Agenda Item 802 Online Motion Policy

- DRAFT 2014 InterLINK Operating Budget Schedule A – approval of the Draft 2014 InterLINK Operating Budget Schedule A is requested by next regular board meeting.

Overview of report:

b) Council Liaison – by Councillor Terry O'Neill

- Coquitlam residents annual Ipsos Reid survey results:
 - 98% rate quality of life as positive – up from last year and exceeds the Lower Mainland and BC norms.
 - 97% satisfied with City services –citizens are most satisfied with: Fire Services (98%); Public Works (98%); Parks, trails, green space (97%); Police services (95%); Sports fields (94%); Recreational & cultural opportunities (93% satisfied, 38% very satisfied)
 - 88% feel they receive good value for their tax dollars
- Budget decisions are in the process of being finalized by Council
- Council is in the process of selecting new Chairs, Vice-chairs and representatives for various civic bodies.
- Parks, Recreational & Cultural Services General Manager Lori McKay is currently on an extended medical leave – replaced with Acting General Manager
- Coquitlam Heritage Society – the New Horizons Oral History Project is wrapping up on December 3rd, 7:00 pm – 9:00 pm in council chambers
- Archivist Emily Loney is having great success receiving many items including documents from the early establishment of the Burke Mountain Residents. Also, Councillor O'Neill has arranged for material from the Eagle Ridge Residents as well
- On behalf of City Council – Congratulations and thank you to everyone on the library board for those continuing on and those leaving.

ITEMS FOR DISCUSSION AND/OR DECISION

ITEM #602 New Business

a) Press Release – Jack Trumley

The Board discussed options and gave input and suggestions on the prepared press releases presented for the 'new' Library Director, Mr. Todd Gnissios. It was agreed that the press release will be published upon his arrival to Coquitlam.

In addition:

Silvana Harwood, Interim Director thanked the board trustees that will not be returning in 2014 for their commitment and hard work over the years.

ADJOURNMENT

Motion to adjourn – Lance Gueck
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, JANUARY 22, 2014
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9**