



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, September 25, 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
Ron Lee – Trustee
Bertha Rojas – Trustee
Councillor Terry O’Neill

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

Guest: Jamie McCarthy, President of the Friends of CPL

CALLED TO ORDER

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

AGENDA

Item #200 Approval of Agenda

#43 - Moved by Kelly Zimmer
- Seconded by Bertha Rojas

THAT the agenda be received.
carried unanimously

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the June 26, 2013 meeting.

#44 - Moved by Ron Lee
- Seconded Alice Hale

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

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

- #45**
- Moved by Bertha Rojas
 - Seconded by Kelly Zimmer

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

Item #500 c) Friends of CPL Verbal Report – by Jamie McCarthy
Moved forward on the agenda

- AGM Saturday, September 14'13
- Election of Board and New Officers for 2013 – 2014; Jamie McCarthy, President; Ann Carlsen, Vice President; Karim Virani, Treasurer and Asrar Amhed-Flores, Secretary
- Bridge Tournament – Sunday, September 29, 2013 taking place at the Dogwood Pavilion.
- Spirit of Coquitlam Grant – Friends are applying for the grant for the first time. They would like to purchase a 3D printer that can be used in the City Centre branch- primarily for workshops / demonstrations. The 3D printer would be educational, promote 'new' technology and creativity. Application deadline is Monday, September 30, 2013 at 4:30 pm. The Friends are asking for the Board's support. Questions were asked around the table and answered satisfactorily and the Board supports the grant application.

Item #302 Interim Director's Verbal Report – Silvana Harwood

- Phone System Upgrade - should be completed and operational by mid-October
- New Room Booking Event/Calendar – should be ready for mid October and staff training will follow
- ABCPLD – attended meeting in mid-September. Discussion of Royal Society report on libraries; committee members came and listened to library directors; great presentation from Greg Buss on library surveys
- InterLINK – proposed 'Direct Patron Request' and improving services
- New to BC (Provincial/Federal cooperative program) – staff participated in two two hour sessions on immigrants and newcomers to BC, how to get them information they need.
- New to BC website – is up and running and available in 17 languages
- Welcome to Coquitlam – The library will have 2 tables at the City Hall event on Wednesday, October 2, 2013
- Family Play and Learn (School District #43 & other Community partnerships) – CPL helps run the event during the summer which is very popular and well attended
- 2014 Budget – is complete was submitted to City Hall
- City Centre Library – Stayce and City staff are reviewing the library for deficiencies which need to be repaired within the one year of opening
- Children's Library Cards – we are going ahead with the library card contest in October, publicity to follow

- Finance Overview:
 - Bldg. & Grounds Mtce. - Low due to invoices from 'Henderson' not received
 - Employee Development – Currently low but will be sending staff to two upcoming 'Polaris' conferences in October
 - Processing Supplies – High due to RFID tags purchased
 - Professional Fees – High
 - Telecommunications & Utilities – expected lower costs in the near future with the implementation of the 'new' phone system
 - Capital Expenditures – no major expenses expected

Silvana Harwood left the meeting at 6:45 pm to attend a prior commitment

Item #303 Library Board Action and Issue Log
 - Received

Item #306 Financials:
 a) Statement of Financial Activities Variance Report ended June 30, July 31 and August 31, 2013 – reports received
 b) Statement of Financial Position as at June 30, July 31 and August 31, 2013 – reports received
 c) Book Bus Expenses – as at June 30, July 31 and August 31, 2013 – reports received

Other Meeting Reports:

Item #500 c) Friends of CPL Verbal Report – by Jamie McCarthy
 – moved forward on the agenda

a) InterLINK – by Lance Gueck
No report – Lance left the meeting at 6:40 pm to attend a prior commitment

b) Council Liaison Report – by Councillor Terry O'Neill

- Councillor O'Neill brought the following issues from the Board to the City for feedback/approval:
Friends of CPL Room Naming and Donor Wall at the new library – The City has an official policy, but the library may put together a proposal and it would be brought before Council – Council will look at the merits of the proposal and make a decision.
Trustee Replacements - J.J. McCullough (Trustee) move to New Westminster and Ann Carlsen (Trustee) resignation from the Board – In both cases the City clerk recommended to wait until former advertising in the fall and slot in new members for the new year. The matter was informally presented to Council, which unanimously agreed
- September 14, 2013 – first meeting of the Coquitlam Evergreen Line Public Art Task Force. Deliberations are still confidential; however the Lincoln Station's relationship-proximity to the City Centre branch was discussed.
- July 29, 2013 Regular Council meeting – council approved construction of a 'Covered Multi-Sport Facility' near the south end of the Poirier

Community Centre/Dogwood Pavilion (across the street from the Poirier branch library)

- E-Budget Town Hall meeting – Thursday, October 3, 2013 at 7:00 pm (in person or on-line)
- Astrid – has resigned from the Evergreen Cultural Centre and has accepted the position of Executive Director of the Gordon and Marion Smith Foundation for Young Artists in North Vancouver
- Evergreen Cultural Centre’s current exhibit is ‘Surrealistic Art’

In addition: Jack reported the lighting for the art wall at City Centre branch is moving forward

ACTION ITEM: *Silvana will be meeting with an electrician to discuss options.*

ITEMS FOR DISCUSSION AND/OR DECISION

Item #602 New Business

- a) Art Unveiling – by Jack Trumley

Jack advised the Board on December 5, 2013 from 5:00 pm – 7:00 pm the City of Coquitlam is having the unveiling of the ‘Bird House’ art project at the City Centre branch

- b) Room Bookings – by Jack Trumley

Additional bookings will be as follows:

Local community not-for-profit groups – one meeting per month at no charge and additional meeting will be charged the posted rates.

Commercial and other private non local groups – one meeting per month and additional meeting will be charged the posted rates

Additional meetings (more than two/month) for both ‘Not-for-profit’ and ‘Commercial’ groups will be on the approval of the Board – priority to not-for profit groups.

ACTION ITEM: *Silvana will prepare a revised meeting room regulations document for the Board’s approval*

- c) Succession Planning – by Bertha Rojas

Reported on the current policy and researched other libraries, e.g. Victoria Public Library have implemented a maximum 2 consecutive year term. A suggestion/consideration was made that CPL Board implement a limit of 2 consecutive years as Chair to the Board’s policy. Also recommended the Vice Chair is selected in the earlier years of their term to allow mentoring.

Around the table discussion:

- Allow flexibility – not to be rigid
- Allow exceptions to the rule – especially in the event of ‘all’ new trustees
- Amending statute vs. internal policy

ACTION ITEM: *Councillor O’Neill will check if this is an amendment to the statute*

As per the Provincial Statute – the first meeting of the ‘new’ year (January) the executive must be selected. Due to the fact that often ‘new’ trustees come on and don’t know the candidates running, it was suggested that the first half of the meeting be conducted by the former Chair.

This will allow to 'wrap-up' the previous year's items/issues. Prior to moving in to the second half of the meeting, the trustees could then take a few minutes to meet/understand the role & candidates background prior to making a selection. Upon selection of the 'new' executive, the meeting would continue on to new business.

ACTION ITEM: Councillor O'Neill will check with the City Clerk and City Lawyer regarding making changes to which the order of the 'new' executive selection is done

d) Media/Digital Room Update – Jack Trumley

Suggestions for the Media/Digital Room at the City Centre branch:

- Digital Music
- Film/Photography
- 3D Printer - Demos/Workshops
- Include the Media/Digital Room in the room booking policy
- Train library staff (librarians) – provided there are no union issues.

Jack Trumley spoke to Mayor Richard Stewart about the opportunity to partner with an art group to put in a 'Casino' application and was well received by the Mayor.

ADJOURNMENT

Motion to adjourn – Kelly Zimmer
Meeting was adjourned at 7:11 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

**WEDNESDAY, OCTOBER 23, 2013
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9**