



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, September 24, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair (late arrival 7:05 pm)
Alice Hale, Vice Chair – via teleconference
Kelly Zimmer, Treasurer
Matt Djonlic, Trustee
Naresh Sahota, Trustee
Erin Adams, Trustee
Brian McBride, Trustee

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

Guest Speakers: Michelle Hunt, Manager of Planning & Business Services (City)
Mary Morrison Clark, Manager of Community Relations & Culture Services (City)

Absent: Sandra Hochstein, Trustee
Councillor Terry O'Neill, Trustee

Visitors: Brenda Meade Husain, Manager Member Services (CPL)
Barbara Weston, Youth Coordinator (CPL)
Melani Williams, Technical Services Supervisor (CPL)
Allison Hardman, Branch Assistant (CPL)

CALLED TO ORDER

Kelly Zimmer, Acting Chair called the meeting to order at 6:05 pm.

Item 200 Approval of Agenda

Approval of Agenda

#54 - Moved by Trustee Adams
- Seconded by Trustee Djonlic

THAT the agenda be received

carried

Item 225 Presentation by: City of Coquitlam Parks, Recreation and Culture Department – Draft Culture Master Plan –Michelle Hunt and Mary Morrison Clark

Michelle and Mary reviewed and discussed the Draft Culture Master Plan. Followed by the presentation, the Board participated in a 'Question and Answer' session and provided their thoughts and comments.

The Board would like to make a formal submission to the City's Parks, Recreation and Culture Department - Draft Culture Master Plan by October 31, 2014. Clearly articulate the needs and represent the library.

- #55 - Moved by Matt Djonlic
- Seconded by Brian McBride

THAT the CPL Board form a sub-committee to work on the Draft Culture Plan and promotion of the Coquitlam Public Library and report back on October 22, 2014 board meeting for approval.

carried

Sub-committee: Kelly Zimmer, Alice Hale, Naresh Sahota, Erin Adams

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the June 25, 2014 meeting.

- #56 - Moved by Trustee Djonlic
- Seconded by Trustee Adams

THAT the minutes of the June 25, 2014 meeting approved.

carried

Item 276 Approval of the Special Minutes of the August 20, 2014 meeting.

- #57 - Moved by Trustee Sahota
- Seconded by Trustee Djonlic

THAT the minutes of the August 20, 2014 special meeting approved.

carried

Item 280 Action Issue Log – received

Updates:

CONSENT AGENDA

Approval of the Consent Agenda

- #58 - Moved by Trustee Adams
- Seconded by Trustee Djonlic

THAT the Consent Agenda be approved

carried

Item 500 Other Meeting and Representative Reports

Item 501 InterLINK – next meeting September 30, 2014

Item 502 BCLTA – Board received notices of BCLTA notification

Item 503 City of Coquitlam Arts and Culture Committee Report (Trustee Hale) – next meeting October 23, 2014

End of Consent Agenda

Item 600 Friends of CPL – Written Report by Jamie McCarthy, President

- #59** - Moved by Trustee Djonlic
- Seconded by Trustee Adams

THAT the Friends of CPL written report be accepted

carried

In addition to written report received Trustee Djonlic reported on the ‘Friends’ AGM.

- Bridge Tournament was very successful and estimated profit is \$1,750
- New ‘Friends’ Executive: Ann Carlsen, President; Michelle Meech, Vice President; Karim Virani, Treasurer

Item 625 Council Report – Written Report by City Councillor appointed Trustee, Terry O’Neill – report received

Highlights:

- On July 21, Council gave final approval to the \$14-million Pinetree Way enhancement project.
- Arranged for the Library Director and Board Chair to meet with Wesbild representatives to discuss possible funding opportunities for a new book bus/mobile library.

In addition to written report:

Councillor O’Neill in attendance at the UBCM reported that motion B17 calling on the provincial government to ‘reinstate library funding as a separate line item in the provincial budget’ was passed.

- #60** - Moved by Trustee Trumley
- Seconded by Trustee Adams

THAT the CPL Board accept the UBCM passed motion B17 calling on the provincial government to reinstate library funding as a separate line item in the provincial budget.

carried

Item 700 Library Board Director’s Report – Director Gniissios

Item 701 Written report received.

Highlights:

- Implemented a notice on CPL website asking users to complete the Parks, Recreation and Culture Master Plan Survey – support survey
- Purchased 3M Cloud (new provider) e-book software going live later in the year – easier to use and able to add own material
- Attended 'Rotary' luncheon and was advised the Library will receive the proceeds from the Lobsterfest event in November
- Implemented new logo and website end of August
- Part of the Management Reorganization, hired an internal staff member for the 'new' Manager Member Services position and posted the Manager Community Services position nationally
- Summer Reading ceremonies were very well attended. Over 1,744 children registered SRC this year – highest number of participants ever

Item 704 Financials

Item 704.1 Statement of Financial Activities June 30 and July 31, 2014 - report received

Item 704.2 Financial Position ended June 30 and July 31, 2014 - report received

Item 704.3 Book Bus Expenses as at June 30 and July 31, 2014 report received

Reviewed and discussed any anomalies:

- Book Bus fire damage and insurance coverage
- Henderson Mall invoice not yet received
- Re-allocation of funds from Furniture & Equipment at end of year to re-align expenses

- #61** - moved by Trustee Djonlic
- seconded by Trustee Trumley

THAT the CPL Board accepts the financial report

carried

Item 800 Old Business

Item 801 Budget – update on budget submission

Based on a meeting with City Finance department and their recommendations the priorities were adjusted: IT Infrastructure (critical) priority 1 and Wage inflationary increase priority 2. Budget submitted end of August.

Item 850 New Business

Item 851 Board Christmas Dinner

Board selected two dates and locations for event in preference order and invited management team

Item 852 Holiday Hours of Operation

2014 Library Holiday Hours – Information Only document - received

Item 853 Rotary Club – Lobsterfest

Funds generated will be donated to the Coquitlam Public Library Book Bus

- #62 - moved by Trustee Adams
- seconded by Trustee Zimmer

THAT the CPL Board purchase on behalf of the library board a table to the Rotary Club November 8th Lobsterfest event

carried

Item 854 Meet and greet the candidates proposal (Trustee O'Neill)

- #63 - moved by Trustee Djonlic
- seconded by Trustee Adams

THAT the CPL Board approves to invite winning candidates to future board meeting

carried

ADJOURNMENT

Motion to adjourn – Trustee Trumley
Seconded – Trustee Adams
Meeting was adjourned at 8:05 pm

Todd Gnissios, Director
Secretary of the Board

Jack Trumley, Chair

Date Signed: _____

Date Signed: _____

Minutes taken by Sandra Haluk,
Administrative Assistant

THE NEXT REGULAR BOARD MEETING
6:00 PM

THURSDAY, OCTOBER 30, 2014
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9