



**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 9, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair  
Kelly Zimmer, Treasurer  
Matt Djonlic, Trustee  
Brian McBride, Trustee  
Councillor Terry O'Neill, Trustee

Alice Hale, Vice Chair  
Erin Adams, Trustee  
Sandra Hochstein, Trustee  
Naresh Sahota, Trustee

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

Guests: Jamie McCarthy, President of Friends of CPL  
Lance Gueck, Former CPL Board Trustee

### **CALLED TO ORDER**

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

### **Item 200 Approval of Agenda**

Approval of Agenda

- #23** - Moved by Alice Hale
- Seconded by Brian McBride

**THAT the agenda be received**

**carried**

### **APPROVAL OF MINUTES**

Item 275 Approval of the Minutes of the February 26, 2014 meeting.

- #24** - Moved by Matt Djonlic
- Seconded by Councillor Terry O'Neill

**Item 600 Friends of CPL – Jamie McCarthy – Moved forward on Agenda**

Item 601 Jamie McCarthy, President of the Friends of CPL – verbal report

*Overview:* Friends April meeting was largely dedicated to Quiz Night preparations and Book Sale in May. Tri-Cities Community Television and SNAP Coquitlam will be gathering footage and taking photographs at the Quiz Night event on April 11. A couple of 'Friends' will be assisting the Kinsmen with serving wine and beer at the cash bar. The 2<sup>nd</sup> Annual Book Sale will be held on Saturday, May 10<sup>th</sup>. 'Friends' will be distributing posters in the community. There will be no book drive this year however more children's books and DVDs are needed, which will be advertised online. Popular fiction released within the past two years is being accepted. Anyone wishing to make a donation please contact Jamie.

*Trustee Zimmer will coordinate with Jamie re; collection of material through the schools and contact the schools social media.*

*Councillor O'Neill suggested that Jamie contact the City's publicity department – book sale coincides with the Community Garage Sale weekend.*

Next 'Friends' meeting will be at 10:30 am on Saturday, May 3<sup>rd</sup> at Poirier in the Board Room.

Jamie McCarthy left the meeting at 6:15 pm.

Item 280 Action Issue Log – received - outstanding issues reviewed

- Parks, Rec & Culture Master Plan - met with Josie Chuback, provided information and responded to documents, waiting for initial draft for further input
- Library Insurance update – laydown. Basic insurance updated and 'Officer's & Director's' Liability included at a minimal increase, other items under review
- City Centre Board Room table & chairs – investigated options, met with suppliers, waiting for follow-up meetings and quotes
- In addition: City Centre board room hvac unit was 'wrapped' to minimize 'white' noise – service provided by the City at no charge

**CONSENT AGENDA**

Item 301 Approval of the Consent Agenda

- #25** - Moved by Matt Djonc
- Seconded by Kelly Zimmer

**THAT the Consent Agenda be approved**

**carried**

**Item 500 Other Meeting and Representative Reports**

Item 501 InterLINK (Trustee Hochstein) – verbal report

*Reported:* On behalf of CPL the following activities were reported: Design a Children's Library Card contest, Friends of CPL Quiz Night, New Family Story Time program on Saturdays April 5 to May 24 and the Easter Card Design Event.

*Meeting Overview:*

Review and orientation of InterLINK and its history

Direct Patron Request – still exploring options  
Advocacy – due to the change in Ministry. ABCPLD, BCLTA & BCLA joined together to do advocacy work around the changes on the Library Literacy Branch  
Teen Reading Club hired a Coordinator, Jamie McCarthy  
Presented the 2014 Action Plan – anyone wishing a copy can get one from Trustee Hochstein

Item 502 BCLTA (Chair Trumley)

Nothing new to report at this time, busy working on the upcoming conference.

*In addition:*

Director update – had an opportunity to review the re-vamped TOP's (Trustees Orientation program) by Vantage Partners (a Professional Board Chair group) – a more in depth full day version that would compliment the Director's orientation. It is suggested that past and new Trustees attend.

Chair update – Board Chair and Director attended the 'Design a Children's Library Card' contest winners presentation. Overall there were over 500 entries – the 3 winners were acknowledged and photographed by the media (The Now) and the library. The newly designed cards will be available in the very near future – this is the first time that a child (up to 12 years of age) will have a special library card. We are looking at making the contest a biennial (every 2 years) event.

Item 503 City of Coquitlam Arts and Culture Committee Report (Trustee Hale)

Nothing new to report at this time – next meeting Thursday, April 10<sup>th</sup>. Topic of discussion is expected to be on the planning of 125 Anniversary of Coquitlam.

End of Consent Agenda

**Item 600 Friends of CPL – Jamie McCarthy – moved forward on the agenda**

**Item 625 Council Report – City Councillor appointed Trustee, Terry O'Neill**

1. March 31 committee meeting – Councillor O'Neill as appointee to the Library Board publicized the Quiz Night. City staff and Councillors have put a team together and will be attending the event.
2. E-Townhall Meeting – Saturday, April 12, 2:00 pm – 4:30 pm at City Hall and streaming live on the web.  
***ACTION ITEM: The Director will arrange to have web access at Poirier for patrons who wish to participate in the e-Townhall meeting***
3. Manager of Parks Rec & Culture department distributed a booklet describing all aspects of 'The Welcome Project' to Council.
4. Mayor and Council received a letter re; NewToBC, describing how the Ministry of Jobs, Tourism and Skills Training funded the Public Library InterLINK to develop program that is funded by both the provincial and federal governments. "NewToBC was designed to increase awareness of the range of services, programs and resources libraries held to support immigrants as they settle and work to integrate."

**Item 700 Library Board Director's Report – Todd Gnissios**

Item 701 Written report received.

*In addition to written report:*

Director sits on many committees/groups that are being affected by reduced funding –programs have been dropped or reduced. The Literacy Coordinator group funding cuts has reduced a position from 30 hrs./wk. to 13 hrs./wk. The latest heard is the province is adding \$ 1,000,000 to the budget but unsure where the funding is going and there will be no funding next year. The Library Director, School District rep and the Literacy Coordinator will be meeting with Selina Robinson, MLA – advocate on behalf of the program.

Suggestion: An advocacy role from the Library Board - write a public letter to Victoria. How this is affecting libraries and diminishing progress in literacy. The heart of what a library represents – Literacy.

**ACTION ITEM: Jack will email BCLTA President and investigate further and advise him of our concerns and to sending a library motion forward.**

There is talk about coordinating with BCLTA, BCLA and the Public Director's group on further discussing the issue.

The new domain of CPL is 'coqlibrary.ca and have secured the .com and .org versions. Conversion is expected over the next few months. Councillor O'Neill suggested communicating with the City to get the word out.

The library provided patrons access to the entire video stream of TED Talks and was a huge success.

Janitorial Services – we currently have 2 different companies cleaning our branches. Contracts will be automatically rolled over one year (per the written option). This will give us an opportunity to set-up a proper analysis and evaluation process of the services and a review will occur in 2015.

CPL's ILS (Integrated Library System) vendor was purchased by Innovative. A conference call is scheduled with Polaris to discuss the impact. The Director and Deputy Director may need to attend the Polaris User Group meeting in Washington State in May as part of this change. There is a concern that the development on Polaris software may begin to slow down.

PLA Conference Highlights:

Publishing impact on libraries – Trends in library circulation: Hardcover circ. 6% drop, Paperback substantial reduction, DVD's starting to decline, Music and E-material going up but starting to slow. Publishing-4 year sales trends: Hardcover-17% decline, Paperback trade-19% decline in sales, Mass-market Paperbacks-49% decline in sales and CD Audiobooks-41% decline in sales. Publishing is starting to feel the pressure and now looking at libraries as a way to market their books.

Director attended several sessions with publishers and our e-book vendors – the conversations were on how we can make it work. Currently we purchase e-books at more than twice the average consumer cost but only get to use them 26 times (short term) or we can pay 4 to 5 times the consumer for perpetual use (\$80 - \$90) - talking to the publishers to offer short term and perpetual licenses ( e.g. bestsellers) to better allow libraries to respond to demand.

Note: With the circulation of more e-books and the automatic removal of the item on the due date from a patrons record this will cause overdue revenue to decline.

Our current e-book vendor/provider database is Overdrive (dominant supplier across the world) – we are licensing our e-books through this database. If next year we decide not to continue to purchase the license we lose all access to all material purchased. More recently a new provider 3M has come on board with a product – fairly less expensive to purchase but a significant amount to get started – looking at ways and means of dealing with this. We currently purchase for Sony E-readers, Kobo's and those types – we cannot purchase for Amazon (Kindle), they will not allow Canadian libraries licensed access to their format.

**ACTION ITEM: Trustee Hale requested circ. stats. at next meeting e.g. circulation, patron attendance...**

Clarification: 'Library Board Director's Report, Goal 3: Build Individual Access' and Conferences Public Library Association...meeting the changing needs of the community:  
Changing the culture of the organization and attend events (be a part of the community), e.g. Tri-City Home Show, Festival DuBois etc...educate and let people know of all the services we provide. Inform the community that we are more than a building and offer many on-line services. Looking at the roles of our staff and the needs of the community and how we can best meet these needs. We currently have a library technician student from Langara doing her practicum and one of the tasks she will be doing is monitoring the reference desk at both locations and marking down the questions and conduct a survey to give us a sense of how we can improve services in the community – re-vamp our staff and high-level staff going out in to the community and increase service. Slogan posted at BCLA "Bad libraries build collections (traditional), Good libraries build services (last decade), Great libraries build communities (talk to the community and find out their needs and create the services – get the community involved)"

Goal 6: Achieve excellence in the workplace, 1. Collective Agreement finalized and signed – Trustee Hochstein expressed and wanted it noted that it was very commendable for Library management to treat the CUPE561 Bargaining Team to lunch.

Prior to meeting with Council re; budget 2015 – Councillor O'Neill recommends the Director meet with City Council at some point (end of Spring – beginning of Summer) and give them a verbal update about what all the library, the Board and the changes taking place. The Director has fast tracked the Annual Report and hope to have a draft for the Board in April and will be asking Board approval to authorize he and the Board Chair present the annual report to Council and at that time also update them of what is happening.

**Item 704 Financials**

Item 704.1 Statement of Financial Activities ended February 28, 2014 - report received

Director reviewed and explained budget amounts and answered any questions. The Statement of Financial Activities compares the pro-rated/12 month (revenue/expenses) budget vs year to date actual.

Item 704.2 'Draft' Financial Position ended February 28, 2014 - report received

Audit summary adjustments expected to be completed by our accountant for next months board meeting and report will reflect audited numbers in March going forward.

Item 704.3 Book Bus Expenses as at February 28, 2014 report received

**Item 800 Old Business**

Item 801 Audit report final document – received

Copy of Audit Report received for information

Item 802 Board Committees and appointments – copy of final update received

Document includes the Board Standing Committees, members on each committee and contact information

Item 803 Meeting Schedule 2014 – received

For information - Updated version of ' Library Board Annual Meeting schedule & events'. Includes Board Meeting date changes and upcoming conferences.

Item 804 Art in the Library, update and decision document

Motion #8 was passed at the regular Board meeting on January 23, 2013 and read: "THAT any artwork submitted for display must be approved by the CPL Board on an interim basis until an appropriate policy is established by the Policy Committee". The policy committee did not meet so this motion is still in effect. Currently the motion is being applied only to paintings and required clarification if it is to include art in the various formats: Paintings at each branch, crafts displayed in display cases and children's art displays.

Recommendation Motion on page 2 of the Library Board Decision Document report

- #26 - Moved by Councillor O'Neill
- Seconded by Matt Djonlic

**THAT the CPL Board rescind motion #8 from January 23, 2013 related to Artwork in the Library and replace with And That the CPL Board requires all paintings and similar artwork not related to a program or curated exhibit be approved by the Library Board prior to display and THAT the Policy Committee create a Board Level policy on the display of public art in the Library for Board review at the June 4th Board Meeting**

**opposed**

***ACTION ITEM: Suggest checking what policy/procedures other libraries have in displaying artwork***

After much discussion the Board will review and give input to artwork prior to display allowing them an opportunity to see, support and advocate the art. The 'Policy Committee' will meet in the next 2 months to discuss and come up with a framework and recommendations for Board approval and Director to put in to a policy statement.

**Item 850 New Business**

Item 851 Evergreen Cultural Centre Gallery Partnership Agreement, decision document

The Evergreen/Coquitlam Public Library Agreement was re-negotiated and brought forward for the Board's approval. Evergreen Cultural Centre is also asking to put up non-permanent signage identifying the wall as the 'Evergreen Cultural Centre at the Coquitlam Public Library'

After much discussion the 'Community Gallery Partnership Coquitlam Public Library & Evergreen Culture Centre' agreement is deferred for further clarification

***ACTION ITEM: Director will take agreement back to Evergreen and clarify 'artist's dossier'***

- #27 - Moved by Sandra Hochstein
- Seconded by Alice Hale

**THAT the CPL Board table the Community Gallery Partnership agreement with the Evergreen Cultural Centre and defer it to the Policy Committee**

**carried**

- #28 - Moved by Brian McBride

- Seconded by Sandra Hochstein

**THAT the CPL Board defer Evergreen Cultural Centre be authorized to put up identifying signage on the art wall and that it be added in the Community Gallery Partnership agreement on a yearly review**

**carried**

Item 852 Art City Centre - display

The Board viewed e-images of the art display by Shaun Hayes-Holgate that is currently on exhibit at City Centre Library that replaced a previous art exhibit that was taken down on short notice. The Director and Deputy Director viewed the artwork and the Director pre-approved the exhibit and is looking for the Board's post approval.

No motion. Board received for information the artwork and has agreed the exhibit will remain up on the discretion of the Director at this time.

Moved in-camera at 8:04 pm

**Item 900 In- Camera Items**

Board went in-camera at 8:04 pm

Item 901 Management Reorganization (report) – report received and discussed

Item 902 Labour Relations issue (verbal) – report received and discussed

Moved out of in-camera at 9:20 pm

**#29** - Moved by Alice Hale  
- Seconded by Kelly Zimmer

**THAT the CPL Board approve modifying the Director's benefit package to the one proposed in the report**

**carried**

**ADJOURNMENT**

Motion to adjourn – Councillor Terry O'Neill  
Meeting was adjourned at 9:20 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**

**WEDNESDAY, APRIL 30, 2014**

**Board Room**

**Coquitlam Public Library - Poirier Branch  
575 Poirier Street, Coquitlam, BC V3J 6A9**