

- Item 280 Action Issue Log – received and outstanding issues reviewed
- Library Insurance invoiced and includes ‘Director’s & Officers’ liability and other items still being reviewed.
 - Quotes for City Centre board room table and chairs are coming in for review
 - Provided web access to library patrons who wished to participate in the E-Town Hall meeting. Councillor O’Neill reported that the E-Town Hall meeting was very successful and 50% of questions were delivered electronically by either email, Twitter or Facebook
 - Policy Committee is meeting to discuss ‘Art Work Display’ policy/procedures in the library
 - Evergreen Cultural Centre - meeting with Executive Director and Board Chair as a group of all the cultural operations – what we can offer
 - Provincial Libraries Branch funding – Jack emailed BCLTA President and waiting on reply

CONSENT AGENDA

Item 301 Approval of the Consent Agenda

- #32**
- Moved by Kelly Zimmer
 - Seconded by Matt Djonlic

THAT the Consent Agenda be approved

carried

Board agreed the delivery of board package be sent in both formats (as per April 30th – PDF’s)

Item 500 Other Meeting and Representative Reports

Item 501 InterLINK (Trustee Hochstein) – no meeting to report
Next scheduled meeting May 27, 2014

Item 502 BCLTA (Chair Trumley) – no meeting to report

Two trustees attended TOP’s (Trustee Orientation Program) and recommend all Trustees attend – very informative and learned the rules and responsibilities of a governance board. A great opportunity to meet and network with other trustees and share knowledge and experience.

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

April 10th meeting – Culture days scheduled for September 26 – 28, 2014 at various locations throughout the City. Mary Morrison-Clark, Manager of Community Recreation and Culture Services, requested all cultural organizations including the Library be include programs for Culture Days in September 2014.

Arts & Culture Advisory Committee - Culture Tour on June 12, 2014. Will visit points of interest in Coquitlam and the library is one of the highlights to see.

End of Consent Agenda

Item 600 Friends of CPL – Jamie McCarthy – written report received

Overview:

- April 11th Quiz Night was a great success. Many thanks to Councillor O`Neill who did a fabulous job hosting the event and the Board for all their help.

- May 10th Annual Book Sale at the City Centre branch from 10:00 am – 4:00 pm.
- Next `Friends` meeting – May 3rd at 10:30 am

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

- SD43 cutting three dozen library positions. Libraries not likely to be closed – Librarian Assistants have been retained and will do check out/check in, but not supervise.

Tri City News reported: “SD43, which was expected to approve its 2014/15 budget Tuesday, is changing the way librarian staffing is organizing, cutting 38.38 full-time equivalent positions and forcing schools to reduce staffing for other programs, such as music and explorations, to keep libraries open.” This may impact public libraries – the library will monitor the situation and may not see an impact until Sept/Oct, beginning of a new school year.

- April 28, ‘Day of Mourning’ for Workers killed or injured on job – reminder to take proper precautions.

- April 14, City adopted Archives Policy – facilitate acquisitions in a planned, coordinated and systemic way

- Arts & Culture Committee - recruiting 15 people in the planning of Coquitlam’s 125th birthday

Item 700 Library Board Director’s Report – Director Gniissios

Item 701 Written report received.

In addition to written report:

Director received a report on the status of e-books and publishing through our CULC membership – any trustees who request the report will be sent an electronic version. Please advise Director if Trustees want this type of in-depth report. Numerous reports received by Director however few are passed on due to the volume.

Trustees viewed samples created from the 3D printer. The 3D printer will allow the library to fill the need for unconventional learning, exploring and design. We will develop a procedure for how it will be used in the future, until that time it will be a ‘roadshow’ exhibit.

Library Director and Literacy Steering Committee Coordinator met with MLA Robinson and also met with Deputy Speaker Horne to discuss literacy/library funding.

Library Technician Practicum student is surveying types of questions over 6 weeks at both the information and circulation desks and will prepare a report on her findings to assist the Library in planning service levels.

Database change from Mango Languages to Pronunciator – for the first time allows Farsi speakers to learn English and English speakers to learn Farsi as well as 200 other languages. Implemented at a cost savings.

Moment of silence and public announcement requested by the Union was granted to honour ‘Day of Mourning’

There was a large glass panel breakage incident in the Children’s office at the City Centre branch, no one was hurt. The cause may be due from the construction pile driving that shifted the panel and caused it to shatter. We have had books shifting and falling from shelves in the children’s area near where the construction is underway. The next stage of construction will be even closer; the Director has been in contact with the construction crew, TransLink and City representatives to ensure library safety. Meanwhile our window repair people have explained to our maintenance person what to watch out for to see if glass is starting to shift. Councillor O’Neill will bring this forward at the next council meeting.

The Government of BC hired a strategic advisor working with the Ministry of Education on shared service initiatives and governance. Public libraries are mentioned in the press release, unknown involvement at this time.

We are currently looking at options to developing a program/app/software where patrons will be given an option to sign-up and allow the library to send information via email. This is required to meet privacy legislation, currently CPL has very limited authority to use its customer database for any purpose other than circulation of material.

CPL Selected Statistics April 30, 2014 – as requested at the last Board Meeting the attached report outlines some selected statistics:

Jan – Mar 2013 vs Jan – Mar 2014 Circulation (City Centre, Poirier, Bookbus, E-books, E-Audio & E-Magazines) Jan – Mar 2012 vs Jan – Mar 2014 People Counters; Jan – Mar 2013 vs Jan – Mar 2014 Memberships. We are seeing similar trends throughout the library community.

There is a need for additional 'E-books' and 'Holds' have gone up significantly, 64%. We are looking at ways to re-allocate resources to fulfill this need as well as additional funding longer term. Quarterly statistics will be provided to the Board.

Item 704 Financials

Item 704.1 Statement of Financial Activities March 31, 2014 - report received

Item 704.2 Financial Position ended March 31, 2014 - report received

Item 704.3 Book Bus Expenses as at March 31, 2014 report received

Brief Financials overview – Expenditures on track for 2014 and no discrepancies to report.

Item 704.4 CPL Living Legacy Fund – to December 31, 2013

Copy of letter from Coquitlam Foundation and Annual Fund Statement Six Months Ended December 31, 2013 received – update for information.

Disbursement of funds is planned for discussion next year.

Item 800 Old Business

Item 801 Standing Item: Review of public art to be displayed – Director Gnissios

Board viewed samplings of art work (via electronic links) by Karen Cooper and Sherill Hardy for display cases at both branches. Board had no concerns and artists' work will be displayed.

Item 850 New Business

Item 851 SOFI (Statement of Financial Information) approval – Director Gnissios

#33 - Moved by Trustee O'Neill
- Seconded by Trustee Hale

Motion to move in-camera

carried

Moved in-camera at 7:10 pm – for discussion

Moved back to Regular meeting at 7:15 pm

- #34 - Moved by Trustee Hale
- Seconded by Trustee Zimmer

THAT the CPL Board approves the SOFI (Statement of Financial Information) report as presented

carried

Item 852 Community Accord – approval to re-sign – Director Gnissios

Long standing partnership that requires annual review and renewal by the Board, and which is then signed by the Chair at a Gala with other representatives.

- #35 - Moved by Trustee Hochstein
- Seconded by Trustee Djonlic

THAT the CPL Board approve the Board Chair sign the Tri-Cities Early Childhood Development Community Accord on behalf of the Library

carried

Item 853 Board Retreat – Chair Trumley

Board Chair suggests a 'Board Retreat/Planning' session.

Trustee O'Neill reported:

The City is moving ahead with developing a new neighbourhood plan for Lougheed and Burquitlam. Many of our west side residents get their library services from the Cameron (Burnaby) Library – this may be an opportunity for outreach. The Board may want to look at setting-up a special meeting with Carl Johanson (head of the project) and further discuss the plans/direction it will be going.

The Board Retreat is scheduled for June 21st – a half-day session to generate plans and ideas, increase base knowledge of the Board, team building and discuss priorities for the Fall (year-end).

Trustees will forward ideas to Jack to compile for the Retreat agenda. A suggestion for an external facilitator will be considered for future meetings.

Item 854 Integrated Payroll, Human Resources, Attendance System (laydown)
– Director Gnissios

Current payroll system is no longer supported by the organization it was purchased from and does not run smoothly – it is not a unified system and requires to work between two systems. New systems quoted would include an H/R aspect - attendance management module, monitor trends, performance, schedules, and benefits.

Trustee McBride asked if it is possible at integrating the payroll system with the City and utilize their resources – use of the hardware/software?

ACTION ITEM: Trustee O'Neill will explore this with the City if any options available

Integrated Payroll, Human Resources, Attendance Management System tabled pending further investigation.

In addition:

ACTION ITEM: Create a separate email for Trustees 'only' to communicate

ADJOURNMENT

Motion to adjourn – Trustee Adams
Meeting was adjourned at 7:55 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, JUNE 4, 2014
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9