



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, January 22, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair
Kelly Zimmer, Treasurer
Sandra Hochstein, Trustee
Naresh Sahota, Trustee

Alice Hale, Vice Chair
Erin Adams, Trustee
Brian McBride, Trustee
Councillor Terry O'Neill, Trustee

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

CALLED TO ORDER

Todd Gnissios, Director called the meeting to order at 6:00 pm.

Item 101 Welcome our 'new' Board Trustees. Round table introductions by all Trustees and the Administrative support team. Board manuals were provided to all members. Board regular meetings are held on the 4th Wednesday of every month except for July, August and December.

Item 200 Approval of Agenda

Trustee O'Neill presented a proposal to vary the agenda based on discussions at the last 2013 Board Meeting in November, to move the elections to the end of the regular meeting before moving to in-camera. Issue was the number of new Trustees and their need to become familiar with Board activities before conducting elections. The Director advised that he was not a member of the Board and his role as Secretary to the Board allowed him to run the meeting for purposes of electing a Chair and not to conduct meeting business. The proposal was changed to vary the agenda by moving the elections to the end of the meeting and to elect an interim Chair for the first part of the meeting. The Director asked for a mover and seconder of this proposal.

Item 200

- Moved by Kelly Zimmer
- Seconded by Alice Hale

- #1** That the agenda be varied to move elections to the end of the meeting prior to the in-camera section and that an election of an interim chair take place immediately who would not run for an executive role during the rescheduled elections.

carried

The Director Called for nominations for acting Chair for the term of this meeting. Alice Hale nominated Trustee O'Neill. Hearing no further nominations after calling three times, Trustee O'Neill was elected by acclamation as acting Chair until the permanent Chair is elected.

Trustee O'Neill took over chairing the meeting.

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the November 27, 2013 meeting.

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

THAT the minutes of the November 27, 2013 meeting be approved.

carried

Item 280 Action Issue Log – extract actions from the minutes for tracking and completion.

Requested by one Trustee to separate 2013 and 2014 actions – start a new sheet and carry over any unfinished business from 2013. General agreement that this be done by Administration.

CONSENT AGENDA

Item 301 Approval of the Consent Agenda

- #3** - Moved by Jack Trumley
- Seconded by Kelly Zimmer

THAT the Consent Agenda be approved

carried

Consent agenda is material that is distributed to the Board in written form. Receipt of the documents are approved with one motion. Recommend the Financials included in Consent Agenda be discussed further in Director's Report – review them monthly as a whole Financial Committee.

- #4** - Moved by Jack Trumley
- Seconded by Alice Hale

THAT the Financials be discussed monthly in the Director's Report.

carried

Item 600 Friends of the Coquitlam Public Library – written report by Jamie McCarthy

Quiz Night is scheduled for Friday, April 11th. It was decided by vote that there will be alcohol served at this year's Quiz Night. Trustee Trumley commented that the

Board has in the past provided a raffle prize for this event.

- #5** - Moved by Jack Trumley
- Seconded by Sandra Hochstein

THAT the CPL Board approve the 'Friends of the Coquitlam Library' written report be received.

carried

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

The City owns the library buildings and provides most of the funding. City approves Library Board appointments and has one appointee (City Councillor) to the Board who has the same rights and responsibilities as all other Trustees. The appointee acts as a liaison between the Board and Council.

Dec 2 Council meeting – budget increase for library that is to cover the contracted wage increase.

Dec 9 Council approved \$3,300 Spirit of Coquitlam grant to 'Friends' for 3D printer and educational programs.

Met with Corporate Communications Manager to ask her to provide fuller online descriptions of boards and city advisory committees, especially listings of names of member and plan for regular feature news releases highlighting the work of boards and committees.

In early January, Council met with the Library Director and Chair for an informal conversation.

Also in the budget was passed \$100,000 for Arts, Culture and Heritage Strategic Plan – library will be included in the planning. This fits in with the Arts, Recreation and Culture master plan that are currently underway.

ACTION ITEM: Todd will liaise with Acting General Manager of Parks and Rec. regarding library Involvement in the Strategic Plan

- #6** - Moved by Jack Trumley
- Seconded by Kelly Zimmer

THAT the CPL Board receive the Council report.

carried

Item 700 Library Board Director's Report – Todd Gnissios
Written report received and a verbal overview of the highlights presented.

Online Room Booking software upgrades coming soon. This will enable groups to view the calendar and submit requests.

Director met with the City Treasurer early in the day to review the budget process – last year vs this year. The Director is planning to present the 2013 annual report to City Council in May – give them an opportunity to see what it is we do for the community.

Book Bus – Plans for discussions over the next few months on the future of the book bus and how to better promote/publicize the service. Currently the Book Bus services two of our communities (Cottonwood and Victoria Hall) on a weekly basis.

The Director reviewed the Statement of Financial Activities & Financial Position (un-audited) ended December 31, 2013 as requested by several Trustees and answered questions.

Recessed at 7:45 pm for 15 minutes

Reconvened at 8:00 pm

The Director completed his review of the Financials.

The Chair called for a motion to receive report

- #7 - Moved by Erin Adams
- Seconded by Naresh Sahota

THAT the CPL Board receive the Library Board Director's Report

carried

- Item 801 Old Business
- a) Budget 2014, for final approval (Director)

Director presented and reviewed each of the revised 2014 budget line items with the existing changes to reflect the approved City's operating grant.

In addition: Discussed options/ideas with regards to the 'Living Legacy' fund in the Coquitlam Foundation for future investing/revenue; and library fundraising plans

- #8 - Moved by Jack Trumley
- Seconded by Erin Adams

THAT the CPL Board approve the 2014 Operating Budget as presented

carried

- Item 802 New Business
- a) Motion that the CPL Board Chair, Vice-Chair, Treasurer and CPL Director and Deputy Director be made the signing authorities for CPL, where all cheques must be signed by two people and of two staff and one of three Board Trustees

- #9 - Moved by Alice Hale
- Seconded by Jack Trumley

THAT the CPL Board approve the Board Chair, Vice-Chair, Treasurer and CPL Director and Deputy Director be made the signing authorities for CPL, where all cheques must be signed by two people and of two staff and one of three Board Trustees

carried

- b) Housekeeping Items: Robert's Rules; emails; business cards; name tags; photo; bios; phone to use on business cards (Trustee Trumley)

Robert's Rules: As per past Board meetings it was reviewed to continue the similar practice and present motions (as a group) followed by the discussion and amendments if necessary allowing leeway.

E-mail: Chair to act as a conduit to the Board and Director and vice versa.

Business Cards info, Name Tags, Board Photos and Biographies: Trustees to provide their preferred information for the business cards and a photo and short biography for the CPL website.

ACTION ITEM: Director will send out an email reminder requesting information for CPL website and business cards

Discussion took place about alternating locations (Poirier and City Centre) for the monthly board meetings - currently the City Centre board room is not set-up properly to accommodate this.

ACTION ITEM: The Director advised the Board that Administration will take under advisement the Board's comments on the CC Board Room and initiate a process to replace furnishings within the current budget.

c) Budget Development and Process for 2015 (Councillor/Trustee O'Neill)

Coquitlam has a very early budget process compared to neighbouring municipalities - budgets are approved prior to the end of the current year for the following year. This allows better pricing for 'new' contracts (capital projects) - no competition with neighbouring municipalities. As the Library Board must approve the Library's budget prior to going through the City process it must be completed even earlier in the year. Council is aware of the pressures and timeline. Recommendation from City Council is due diligence on part of the Board when preparing the budget.

The Director is planning to have an initial conversation with the Board in May/June to get Board input on priorities for 2015. During July/August Administration will develop a draft budget and a special meeting will be called to approve the budget in time for submission to the City in early September. Actual dates will be selected once the City Finance Department provides the Library with the 2015 budget planning documents, expected early in July.

Concern was expressed at the travel requirements of some Trustees and not being available for a summer meeting.

ACTION ITEM: The Director will investigate purchasing a conference phone to facilitate call-ins to meetings of the Board

d) Book Donations (Trustee Zimmer)

Suggestion: Provide boxes in all elementary and middle schools and collect donated books from families. The schools librarians would once a month go through the items and make their selections (school library) and the remainder of books go to the Coquitlam Public library. Books could either be used in the library or sold. Trustee Zimmer will discuss options with the Director.

e) Director and Deputy Director attendance at PLA Conference in Indianapolis (March 11-15, 2014)

The Director prepared a Library Board Decision Document requesting the approval of the Board that both the Director and Deputy Director attend the PLA Conference.

#11 - Moved by Kelly Zimmer

- Seconded by Jack Trumley

THAT the CPL Board approves to send the Director and Deputy Director to the PLA Conference in Indianapolis March 11 to 15, 2014.

carried

New item added:

f) H/R Committee Update on last Board Member (Councillor/Trustee O'Neill)

The CPL Board is currently vacant one trustee - how best to advertise/fill the position
Recommend contacting the City Clerk's office and discuss how to proceed.

ACTION ITEM: Administration to contact the City Clerk's office and check the process for filling the vacancy and the possibility of a placing an advertisement.

Trustee Trumley commented that recommendations from Trustees are welcome - it is important to find the right person.

Moved back to Items # 250 and 255

Elections:

Interim Chair O'Neill called for Chair nominations. Alice Hale nominated Jack Trumley.

THAT Jack Trumley be nominated as Chair for the Coquitlam Public Library Board for 2014

Hearing no further nominations after calling three times, Interim Director O'Neill declared nominations closed and by acclamation introduced Jack Trumley as Chair of the Board for 2014.

Councillor/Trustee O'Neill turned the gavel over to Jack Trumley, Board Chair.

Item 250 Review of Board Committee & Appointments (Motion to approve committee structure)

#12 - Moved by Alice Hale
 - Seconded by Kelly Zimmer

THAT the CPL Board approve the Committee and Appointments structure as presented

Carried

Item 255 Duties of Trustees
Trustees were each given a hand-out to read and familiarize themselves on duties as a Trustee of the Board - an overview

Elections continued:

Jack Trumley, Chair called for Vice Chair nominations. Councillor/Trustee O'Neill nominated Alice Hale.

THAT Alice Hale be nominated as Vice Chair for the Coquitlam Public Library Board for 2014

Hearing no further nominations after calling three times, Jack Trumley, Chair declared nominations closed and by acclamation introduced Alice Hale as Vice Chair of the Board for 2014.

Jack Trumley, Chair called for Treasurer nominations. Trustee Trumley, nominated Kelly Zimmer.

THAT Kelly Zimmer be nominated as Treasurer for the Coquitlam Public Library Board for 2014

Hearing no further nominations after calling three times, Jack Trumley, Chair declared nominations closed and by acclamation introduced Kelly Zimmer as Treasurer of the Board for 2014.

The following members of the Board agreed to sit on the Committees and all representatives were elected by acclamation:

Executive Committee:	Jack Trumley, Chair Alice Hale, Vice Chair Kelly Zimmer, Treasurer
Audit Committee:	Jack Trumley, Chair Kelly Zimmer, Treasurer Brian McBride, Trustee
Finance Committee:	Committee of the Whole
Human Resources Committee:	Jack Trumley, Chair Alice Hale, Vice Chair Kelly Zimmer, Treasurer
Policy and Governance Committee:	Jack Trumley, Chair, Erin Adams, Trustee Naresh Sahota, Trustee
Advocacy and Fund Development:	Jack Trumley, Chair Sandra Hochstein, Trustee Erin Adams, Trustee
Board Representatives and Appointments	
Public Library InterLINK Representative:	Sandra Hochstein, Trustee
BCLTA Representative	Jack Trumley, Chair
Friends of the Library Representative:	to be filled by vacant trustee
City of Coquitlam Arts & Culture Representative:	Alice Hale, Vice Chair

Moved into In-Camera meeting at 9:33 pm.

Moved back into Regular meeting at 9:55 pm.

ADJOURNMENT

Motion to adjourn – Councillor O’Neill
Meeting was adjourned at 9:55 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, FEBRUARY 26, 2014
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9