



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 4, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair
Kelly Zimmer, Treasurer
Matt Djonlic, Trustee
Naresh Sahota, Trustee
Sandra Hochstein, Trustee - Via Teleconference
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

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

Item 200 Approval of Agenda

Approval of Agenda

- #36** - Moved by Trustee Zimmer
- Seconded by Trustee Sahota

THAT the agenda be received

carried

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the April 30, 2014 meeting.

- #37** - Moved by Trustee Hale
- Seconded by Trustee/Councillor O'Neill

- Item 280 Action Issue Log – completed and outstanding issues reviewed
- Councillor O'Neill followed up with City re; City Payroll Options – further discussion in Director's report

CONSENT AGENDA

Item 301 Approval of the Consent Agenda

- #38**
- Moved by Trustee Zimmer
 - Seconded by Trustee/Councillor O'Neill

THAT the Consent Agenda be approved

carried

Item 500 Other Meeting and Representative Reports

Item 304 GVRD Management Update: Issue #9 – May 23, 2014

Item 501 InterLINK (Trustee Hochstein) – reported via teleconference
May 27, 2014 InterLINK Board Meeting – Summary

- Board approved \$ 45,000 re; cost of moving patron-initiated ILL (Inter-Library Loans) software to a Canadian server – putting us in compliance with BC privacy legislation for full patron-initiated ILLs.
- Board approved \$ 5,000 re; Fall 2014 Speaker Series to address topics of interest to member libraries.
- Citizenship and Immigration Canada announced 2014-2016 funding cycle for NewToBC – celebration event 'Library Champions' on June 19.
- Two new action items added for 2014: Audiobook Program review and creation of an InterLINK leadership development program.

Item 400 Policy Committee – met on May 3, 2014

- Discuss further in Old Business, Item 801 Public Art – review recommended Art Review Policy

Item 502 BCLTA (Chair Trumley)

Trustee Hochstein and Trustee Trumley attended CLA/BCLTA Conference. Trustee Hochstein attended TOP's (Trustee Orientation Program) and Trustee Trumley attended 'The Critical Role of the Board Chair' – both programs provided by BCLTA. Both trustees attended the full conference and attended a variety of sessions offered by CLA

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

- Trustee Hale is participating in the Culture Tour on June 12, 2014 - visiting points of interest in Coquitlam and the library is one of the highlights to see. Full report next meeting.

End of Consent Agenda

Item 600 Friends of CPL – Trustee Djonlic reported on behalf of the 'Friends'

- Final calculations re: Quiz Night to be announced at next meeting. Friends will be reviewing providing alcohol at next year's event. Plans are underway for the annual bridge tournament. Next meeting is June 14th.

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

Book Bus: Working on bookbus funding opportunities that could be accessed, e.g. City’s Casino revenue; Coquitlam Foundation’s Community Fund; CPL’s Living Legacy Fund, managed by the Coquitlam Foundation.

Adverse impact of Evergreen Line construction on CPL City Centre branch: City staff are working closely with facilities, the Province and the EGRT contractor on issues and request the Library Director be kept updated.

Director's follow-up: According to the vibration specialist, the vibration is within the standard for construction. Books continue to fall off shelves, the exterior windows are vibrating and the pounding is causing staff Health & Safety concerns. We received the following recommendation; vibrating windows are within the allowable range but also suggest moving all seating areas away from windows during the pile driving.

ACTION ITEM: Councillor O’Neill will convey concerns at next Council meeting.

Payroll Services at the Library: Follow-up with the City regarding various options updating the payroll system with the City – moving the Library group would be very costly and in addition the City system is nearing capacity.

Coquitlam Business Contacts pamphlet: Each Board member received a copy

Item 700 Library Board Director’s Report – Director Gniissios

Item 701 Written report received.

In addition to written report:

- Tri-Cities Local Immigration Partnership (LIP) - follow-up to the Welcoming Communities Project, Director will be sitting attending its founding steering committee.
- Practicum student submitted a report on questions asked at service desks. Report will be reviewed as part of planning future services and levels.

- #39** - Moved by Kelly Zimmer
- Seconded by Trustee Djonlic

THAT on behalf of the CPL Board the Director prepare of letter of congratulations to Teresa Rehman, Community Services Librarian for her award winning Seniors program.

carried

- Security issues at both locations: City Centre branch parking and the perimeter of the Poirier branch building. We have investigated our current camera system and costs of upgrading. We have no resources at this time to implement changes.

ACTION ITEM: Deputy Director contact local Bike Patrol.

- Director responded to Trustee O’Neill question re “Online branch staffing model” - moving a significant amount of our resources online, will be developing a new website that provides broader services and information; creating a new online branch staff group from existing staff, will be matrix model; focus will be on building a website that meets the needs of online users.

Item 704 Financials

Item 704.1 Statement of Financial Activities April 30, 2014 - report received

Item 704.2 Financial Position ended April 30, 2014 - report received

Item 704.3 Book Bus Expenses as at April 30, 2014 report received

Item 800 Old Business

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

In addition: Library Board Public Art Review Policy - Trustee Adams reported

The Policy Committee met May 3, 2014 and created a draft 'Library Board Public Art Review Policy' that was given to the Trustees. The draft was based on creating a balance that meet the needs of the Board to allow the Director to do his job and maintain Board responsibility to the community.

The policy was discussed and it was agreed that no decision will be made at this time and to hold off till next meeting. During which time trustees send comments/concerns to the Policy Committee and Director will bring forward his application form and put it all together for the next board meeting.

Art Display: Board viewed samplings of art work in both the City Centre and Poirier branch display cabinets (via electronic links). Board had no concerns and items will remain on display.

- #40** - Moved by Councillor O'Neill
- Seconded by Alice Hale

THAT the CPL Board approve the artwork presented that is currently on display at both City Centre and Poirier branches.

carried

In addition: The Director received a request for display from a Yukon artist who's works are from an organization that is currently in the lower mainland; local aboriginal artist from the Yukon taking pictures of scenery - this is a variation to our current policy and does not meet our current criteria.

- #41** - Moved by Councillor O'Neill
- Seconded by Trustee Djonlic

THAT the CPL Board approve the Director to investigate the possibility of putting the artwork in place requested by the Yukon artist.

carried

Item 802 Integrated Payroll, HR, Attendance Systems update - Director Gnissios

The City is not in a position to take on providing payroll services based on cost, capacity and logistical concerns around jurisdiction. They are prepared to continue providing advice on issues and felt the Library's two top choices were well respected in the HR circles and both have good reputations.

This would be an internal re-allocation of funds.

- #42** - Moved by Councillor O'Neill
- Seconded by Trustee Zimmer

THAT the CPL Board allow the Director to negotiate for an Integrated Payroll Attendance Management system.

carried

Item 803 Board Retreat; up date from retreat planners - Chair Trumley

Board will be meeting on June 21, 2014. Trustee Zimmer will organize an 'ice-breaker'. Trustees Adams and Sahota will discuss the TOP's training and responsibilities of a Trustee. Chair Trumley will share what he learned from the CLA conference and responsibilities of a Chair. The group will have an opportunity to both share and 'brainstorm' ideas.

Item 804 Standing Committees and contact emails for information - received

Item 850 New Business

Item 851 2015 Budget Priorities - Director Gnissios

Councillor O'Neill suggests that Trustees talk to Councillors and develop good relationships - take any opportunity you have and share with them your excitement and moving the library forward.

Councillor O'Neill left at 7:35 for a prior commitment.

Preliminary discussions on direction and preparation of the 2015 budget - critical areas for internal re-allocation and requesting additional funding. CPL is the 9th lowest funded on per capita basis and has the fourth lowest materials budget in the province. Primary focus is on operating budget, wage increase and special projects. The Director will provide a preliminary budget for next board meeting.

Item 852 2013 Annual Report - Director Gnissios

Presented each Trustee with a copy of a final draft 2013 Annual Report.

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

THAT the CPL Board approve the 2013 Annual Report as presented and direct the Director and Board Chair to make a presentation to City Council on the activities in 2013.

carried

In addition: The Library Director and Chair attended a partnership meeting with Executive Directors and Chairs of Place Maillardville, Mackin House, Place des Arts and the Evergreen Centre to discuss partnering in the arts community - how to contribute and provide support. Chair Trumley recommended their involvement in working and having a vision of the Media Digital room at the library. The Director will discuss this in more detail with the Executive Director's at next meeting.

Item 854 Book Bus Service Report - Director Gnissios

Trustee Hochstein (via teleconference) left meeting at 8:05 pm for a prior commitment.

The Board reviewed the Director's report and information provided in-camera on the future of the Book Bus service. After a lengthy discussion it was requested the Director bring additional information and provide a service plan (vision) of how a 'new' book bus will serve the community and bring it to the next board meeting - tabled to June 25th. Continue with temporary book bus service until that time.

- #44 - Moved by Trustee Djonlic

- Seconded by Naresh Sahota

THAT the CPL Board approve a continued limited book bus service and table the motion on the decision of the future of a book bus until additional information is provided by the Director at the next board meeting on June 25th, 2014.

carried

Item 853 CPL Logo - Director Gnissios

Director's report on 'New' CPL Logo received. Based on the review of the report and concepts presented the Trustees voted on their preferences. The Director with input from the Board will finalize design.

Moved in-camera at 9:00 pm – Human Resources update by Director Gnissios

Moved back to Regular meeting at 9:05 pm

ADJOURNMENT

Motion to adjourn – Trustee Djonlic
Meeting was adjourned at 9:05 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

WEDNESDAY, JUNE 25, 2014
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9