



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 22, 2015, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair
Erin Adams – Trustee
Matt Djonlic, Trustee
Councillor Asmundson

Alice Hale, Vice Chair
Kelly Zimmer, Trustee
Naresh Sahota, Trustee

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

Guest Speaker: Barbara Weston, Librarian (CPL)

Regrets: Sandra Hochstein, Trustee
Brian McBride, Treasurer

Guest Speaker: Barbara Weston, Librarian (CPL)

Observers: Melani Williams, CUPE 561 Shop Steward
Allison Hardman, CUPE 561 Member at Large
Mary Beth Folino, Circulation Supervisor - Poirier (CPL)

CALLED TO ORDER

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

Item 65 Anthea Goffe, Manager Community Services
Introduction to the Board

Item 75 (6:05 pm – 6:17 pm) Barbara Weston, CPL Coordinator Youth Services gave a presentation on external programs provided to early childhood and elementary school children

Item 200 Approval of Agenda

Approval of Agenda

#22 - Moved by Trustee Hale
- Seconded by Trustee Sahota

THAT the agenda be received

carried

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the March 25, 2015 meeting

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

THAT the minutes of the March 25, 2015 meeting be approved

carried

Item 280 Action Issue Log 2015 – received
Updates:

- Art Wall Agreement – conversations have started
- Increase rate of return on accrued budget amounts – no options with TD/TD Investments for increased returns.

CONSENT AGENDA

Item 300 Approval of the Consent Agenda

Approve Consent Agenda

- #24** - Moved by Trustee Hale
- Seconded by Trustee Djonlic

THAT the consent agenda be received

carried

Item 300 Documents & Reports

Item 301 CoQ Letter, 2015 Approved Financial Plan Funding - received

Item 302 CoQ Arts and Culture Advisory Meeting Minutes - received

Item 304 Publications/Newsletters

Item 305 ISS of BC, Statistical Highlights, first quarter (email) – received

Item 306 Survival to Success: Transforming Immigrant Outcomes (email) – received

Item 307 KPMG: Why is Risk Management Important for NFPs? – received

Item 308 TriCities Literacy News for March (email) – received

Item 400 Committee Minutes/Reports

Item 401 Planning & Development Committee Minutes, February 28, 2015 - received

Recommendation: Include 'Planning & Development Committee standing report (verbal or written) ongoing at regular board meetings

Item 500 Other Meeting and Representative Reports

Item 502 BCLTA – Chair Trumley
Confirmed Trustees attending BCLTA 2015 conference, May 22-23 and calling on nominations for BCLTA Trustees – April 30th deadline

Item 503 City of Coquitlam Arts & Culture Committee Report – Trustee Hale
March 26, General Meeting with a Consultant – brainstorm/workshop, input gathering. April 9th Meeting – Consultant provided updates/visions of the community

End of Consent Agenda

Item 600 Friends of CPL – Trustee Djonlic

Quiz Night:

- Net income \$ 2,596.94
- 117 tickets sold
- Survey results provided information and ways in which to improve future Quiz Night events
- Planning for 2016 Quiz Night begins January 2016

Approvals:

- \$ 5,000 donation for the CPL Book Bus

Item 625 Council Report – Councillor Asmundson

- Street Naming Policy – implementing structure
- Council approved a \$ 14 million program/project (along the Evergreen Line corridor) to ‘beautify’ Pinetree Way. Any issues/concerns that may arise from the project can be directed to Ian Radnidge (Evergreen Team Lead)

Item 700 Library Board Director’s Report (Director Gnissios)

Item 701 Director’s Report - received

Highlights:

- Mental Health week preparations currently underway – week long events planned at the City Centre branch for May 4-8, 2015

Action Item: Email Board ‘A Journey in Mental Health Care: Past, Present & Future’ PDF flyer for circulation

- Hosting BC Archivists Conference – April 23-25, 2015 at the City Centre branch
- Thai event scheduled for May 12, 2015 – Mayor and Council invited
- Dr. Lee collection – over 700 items added and circulation very successful
- Dealing with problematic patrons at City Centre – contacted several organizations, other libraries, and service providers to find a solution
- Mobile Library – the used replacement vehicle passed inspection and ready for pick-up

Item 704 Financials (Director Gnissios)

Item 704.1 Statement of Financial Activities as at February 28 and March 31, 2015 (Preliminary) - report received and reviewed.

Item 704.2 Financial Position as at February 28 and March 31, 2015 - report received and reviewed

Item 704.3 Statement on Book Bus as at February 28 and March 31, 2015 – report received and reviewed

ITEMS FOR DISCUSSION AND/OR DECISION

Item 800 Old Business

Item 801 2015 Budget Approval
Director presented and reviewed 2015 Budget and the proposed changes to reflect the approved City funding

- #25** - Moved by Trustee Hale
- Seconded by Trustee Zimmer

THAT the CPL Board approve the budget as presented

carried

Item 850 New Business

Item 851 Room Rental Policy and Rates – report received

- Director reviewed recommendations to the Meeting Room Policy and Meeting Room Rates.
- Discussed concerns and the clarification of the meaning not-for-profit, e.g. Strata Council booking as not-for-profit? The Board agreed to support Management's decision when applying this policy – Director's discretion.
- Book bus recommendation cost recovery fee for attending profit (commercial) event outside the Library's mandate – prepare separate proposal for Book Bus budget

- #26** - Moved by Trustee Hale
- Seconded by Trustee Zimmer

THAT the CPL Board approve a rate of \$30/hour or \$200/8 hour day for the City Centre Board Room

carried

Action Item: Director will take recommendations on the Meeting Room Policy (per the discussion), review and come back to the Board with a policy recommendation

Moved out of regular meeting at 8:05 pm

Item 900 In-Camera

Moved In-camera at 8:10 pm

Discussed contractual relationships and Human Resources matter

Moved out of in-camera and into regular meeting at 9:20 pm

- #27** - Moved by Trustee Hale
- Seconded by Trustee Zimmer

THAT the CPL Board Human Resource Committee recommends the Board approve the Director's 2015 Performance Management Plan as presented

carried

ADJOURNMENT

Regular Board Meeting adjourned at 9:22 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

May 27, 2015

Board Room

**Coquitlam Public Library – City Centre Branch
1169 Pinetree Way, Coquitlam, BC V3J 6A9**