



Coquitlam Public Library  
Community Advisory Group

## COMMUNITY ADVISORY GROUP MINUTES

June 27, 2024 | 6:30-8:00 pm  
Poirier Branch | In Person & Zoom

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### CAG Meeting

Present: Tina, Luis, Francesca, Andrea, Doreen,

Guests: Julie, Susan

Chair: Tina

Staff: Jay, Rachel

Regrets: Natalia, Manjeet, Ramesh,

I. Call to order at 6:32 pm

II. Land Acknowledgement

***We acknowledge that Coquitlam Public Library provides service on the unceded traditional territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil- Waututh, Katzie, Musqueam, Qayqayt, Squamish and Sto':lo Nations***

III. Approval of Agenda - Moved by Andrea, seconded by Luis

IV. Approval of minutes from the last meeting - Moved by Francesca, seconded by Doreen

V. Welcome guest; Rachel Burke, EBranch and Collections

- Rachel leads a team of 6 for library collections - for print, Libby, linkedin learning, website and IT.
- Current project is Self Checkouts that have been installed this week at Poirier. These units are designed by a Pitt Meadows company, with new technology. It is now possible to download an app to be able to borrow books from anywhere within the Library. Two other libraries in Canada currently have this technology: one in the interior of BC, and the other is in Regina, SK.
- New project is a Discovery Lair. This is a change to how the Library catalogue appears. This new program for our catalogue is called Bibliocommons and it has smart search technology (it is already in use at Port Moody library). This will launch in September to the public; CAG members will receive a link to have a look and provide feedback.

- Our current catalogue has very limited searching. The new program will offer suggestions with partial titles, interpret spelling errors, will have more intuitive filters and more great features.
- Question - How does the library select materials to add or remove from the collection? There is an increased budget for new books this year. There is a focus to acquire more books in various languages and translated works. So far we have added over 500 new books. Over the next two years, the library will prioritize adding more Canadian content, local authors
  - Patron suggestions are a great way to request books to be added, but the library focuses on more recent titles (ideally within 2 years).
  - Books are sold/removed regularly, for example if we have too many copies of recent releases.
  - The turnaround for purchasing a book requested by a patron is approximately 1 month.

## VI. Library Updates - Jay

- We will be opening the Pinetree doors soon, within one month. The outdoor area is being handled by the City of Coquitlam, they are adding bike racks and likely seating areas.
- Library graphics are being updated with the new logo
- Updates to the website are ongoing and will be ready in early July.
- E-Newsletters - currently there are 6 different versions people can subscribe to. These are being amalgamated into one newsletter.
- The first Writers Fest, which was held in conjunction with the Terry Fox and Port Moody Libraries, was a great success. Great turnout and positive feedback; we are looking forward to next time!
- Repair Cafe is planned for July 13th at Poirier.
  - Community groups are welcome to set up a table to get their message out about their group/organization.
  - If any CAG members are interested, they can contact Jay or Tina to arrange it.
- Summer reading clubs are ongoing.
  - Elementary school ages - there is a medal ceremony at the end of August
  - Middle school - requirement to write reviews, with weekly draws for prizes
  - Teen and Adult - see the branches for more information
- Coquitlam in Bloom - volunteers from CAG will be attending in July
- Makers Making Change - volunteers from CAG will be attending events in July, August & September
- Discussion between Tina, Ryan and Jay on the purpose of the CAG
  - Give feedback on the Library (website, events etc)
  - Make suggestions for services not offered yet
  - Promote Library events
  - Volunteer and be representatives of the library (ie Open House last year)
    - This year we are focusing on bringing people into events and volunteer opportunities
  - Fundraising - Coquitlam Library is a registered charity that needs & accepts donations
    - We need suggestions for fundraising ideas & contacts

## VII. Events & Upcoming Volunteer Opportunities

- Doreen attended the English practice group and reports that it has improved, the extra space is appreciated and more volunteers are needed. There were lineups outside the room, and the class filled quickly. There is a limit of 60 people, and often people have to be turned away.
  - This program is handled by SHARE, who coordinate the volunteers.
- The Writers Fest was attended by Tina, Doreen, and Julie. They report that the authors were very inspiring! There was a challenge to see the authors based on how the room was set up, perhaps a small platform for next time. Suggestions to have more food available, some quiet music, and only 90 minutes for the cocktail reception. Also, books could have been offered for sale during the cocktail party, book sales were offered only at the end so it felt like a missed opportunity. Selfie photo opportunities would have been fun too.
- The Eric Carle event was so busy and very popular! Suggestion to offer something for parents to do while the kids were busy with the scavenger hunt.

### Upcoming:

- Question about the Come As You Are event on July 20th - this is teen led and the intent is to offer a session to older adults who need help with tech topics. The goal is to have 6-8 adults attend. The advertising has been vague, but it is still in progress. Some of the advertising has been missing the date and time of the event.
- Coquitlam in Bloom event is also July 20th; might be an opportunity to direct people to the library for the Come As You Are event.
  - Volunteers are Tina, Doreen, and Andrea
  - Swag will be available, and some lendable tech can be on display.
  - No library staff are available to attend this event.
  - Library closes at 5pm, so any display items need to be returned to the branch before then.
- Makers Making Change (City Centre Branch)
  - Volunteers are Tina, Doreen, Luis, and Andrea (July 23, 2024)
  - Justin wants to train others on how to offer similar workshops.

## VIII. New CAG Volunteer Application Form - Francesca

- The new form was circulated by email to all CAG members. There were several new questions and sections added; and to the online version of the form there will be a link to submit the form directly. The intent of the form is to obtain more information from applicants, and also to provide more information about the CAG and what we do.
- Wording change - the word "endorse" to replace the word "vouch"
- Suggestion to add a checklist of skills and activities that people bring to the position and add section to provide reference contact information. Luis will handle the edits to the form and send it out to all CAG members for a second review. Deadline is the end of August for the new form to be ready.
  - **Motion to adopt the new application form with edits discussed**
  - **MOVED by Tina, seconded by Andrea. All in favour. MOTION CARRIED.**

## IX. Kids Clothing Swap & Backpack Giveaway

- The plan is to connect this event with another children's focused library event. Toys, clothing and costumes to giveaway or swap.
- Deadline to have our Clothing Swap event in the program guide is August.
- Ryan helped Tina connect with someone who handles food rescue non-profit, and we were given boxes of items including 40 new backpacks.
  - On Aug 28th there is a board game event and early readers club.
  - Volunteers needed to attend the library between 1:30-3:00 to offer these backpacks
  - Suggestion to have Library stickers with the new logo to offer as well, and have library card signup forms available.

X. Library PowerPoint Document

- Doreen has translated this into Mandarin. The next stage is to record the voiceover during the PowerPoint video. Jay advises that someone from the library will hopefully be able to assist with the recording session/studio.

XI. Meeting Adjourned at 8:00 pm

Next CAG meeting will be September 26, 2024 at City Centre Library, with an online option.