



ITEM #301

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, March 23, 2011, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC.

Present: John Meneghello - Chair Lance Gueck - Treasurer
 Ann Carlsen – Trustee Bill Leung - Trustee
 Barbara Mitchell - Trustee Bertha Rojas - Trustee
 Dianne Swintak – Trustee Councillor Linda Reimer

Also Present: Rhian Piprell - Director
 Silvana Harwood - Deputy Director
 Sandra Haluk - Administrative Assistant
 Belinda Thornton – President, Friends of CPL

Absent: Jack Trumley - Vice Chair

Guest: Wendy Wiederick, Community Area Manager – City of Coquitlam

Item #050 6:00 pm – Wendy Wiederick, Community Area Manager clarified the lease agreement between the City of Coquitlam and the Poirier branch library. A lease between the two expired in 2008, however, the terms of that agreement carry forward until a new lease is prepared. The lease covers rules and responsibilities, which is required in order to conduct business in Coquitlam. Wendy has requested the lease from the legal department archives and when received she will review it then forward it on to Rhian.

CALLED TO ORDER

John Meneghello, Chair, called the meeting to order at 6:15 pm

AGENDA

Item #200 Approval of Agenda

#13 - Moved by Ann Carlsen
 - Seconded by Lance Gueck

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #301 Approval of the Minutes of the February 23, 2011 meeting.

- #14** - Moved by Ann Carlsen
- Seconded by Bertha Rojas

**THAT the minutes of the February 23, 2011 meeting be approved.
carried unanimously**

Item #302 **Director's Report** –by Rhian Piprell
Rhian Piprell prepared a written March 2011 Director's report.

Overall review:

Facilities:

- Working very hard on plans for the 'new' City Centre branch - working closely with the space planner to have a finished product by the end of March.
- Rhian met with Bobby Style to explore the possibility of a sound studio 'concept' in the new City Centre branch.

ILS:

- We had our first demonstration from 'Innovative' and staff was impressed with its features. Further demonstrations to follow with Sirsi Dynix and Polaris

RFID:

- We will be requesting that municipal capital money be repurposed for our RFID project

Workshops:

- Attended a valuable program on 'Managing' in a union environment

Sustainability:

- The CPL Sustainability Committee is planning to engage all staff in April to take part in Earth Month. Go Green - earth friendly ways to minimize the impact on our environment, e.g. carpooling, taking public transit cycling, walking, use cloth/reusable bags when shopping. Prizes will be awarded.
- BC Hydro program is scheduled for April

InterLINK:

- Rhian attended a full day meeting. As per the InterLINK strategic plan – a demonstration was given looking at making it easier for the public to have direct access to materials throughout the InterLINK area. Patrons could place a hold on material and have it delivered to them – will be exploring this further.
- E-Book buying – monitoring this closely and exploring ways to bulk buy multilingual materials and get it catalogued for every library that needs that particular language.

Collections:

- After having met with our collections coordinator and librarians who buy in various areas, Rhian was very impressed with the thoughtfulness and care taken when selecting and maintaining our collection.

Ati's Collection:

- We received \$6,000 from the Iranian community to complete cataloguing the 'Ati collection'. We hope to have the cataloguing completed by June followed by a celebration.

Cultural DIVERSEcity Awards

- Thanks go out to our librarian, Teresa Rehman who put together an excellent submission. The Coquitlam Public Library has been short-listed along with the City of Surrey and Richmond Library in the public institution category. Awards ceremony is on April 13.

Library Service:

- 'Espresso Book Machine uses Xerox technology' – This product can provide quality books; the book publisher prints, binds and covers. Rhian will be investigating this matter further and looking at available features, capabilities, cost and possibilities of providing this service in the library.

Item #302a

Deputy Director's Report –by Silvana Harwood

Silvana Harwood prepared a written March 2011 Deputy Director's report.

Overall review:

History Book Project:

- Has been sent to the publisher and we are expecting 300 copies. Soon after receipt we will be organizing a 'book launch', including the Mayor, media, etc....

ILS:

- Full day seminars are scheduled for the next few weeks with the three leading ILS providers and have made checklist requirements to properly evaluate each system against each other. A clean-up process of our database is well underway to make the transfer to another system smooth.
- Projected/ideal timetable: RFP document put together by end of May and make a choice by the end of June. Installation/implementation – approximately 6 months to complete

RFP:

- Work on this document has begun and we will be meeting with Rich Adams, head of the City's IT department to discuss the RFP process.

Family Play and Learn:

- CPL is responsible for the mall event during spring break.

Reading Link:

- Silvana Harwood will be performing as the 'Wizard of Words' for the local and Fraser Valley competitions coming up next month.

PLSB Statistics:

- Work on the annual stats has begun.

Iranian New Year:

- Silvana attended the Iranian New Year event on Sunday, March 20th. Great turnout, approximately 2,000 attended

First Aid Training:

- We have eleven staff members attending the first-aid training on April 14 – included 'defibrillator' training.

Item #406

Other Meeting Reports:

a) Friends of the CPL - reported by Belinda Thornton, President

- Friends of CPL have a new executive committee:
 1. Belinda Thornton, President
 2. Jamie McCarthy, Secretary
 3. Cori Reed, Treasurer
- Thanks to Jamie The Friends of CPL now have a 'Twitter' account
- The Friends have submitted a grant application to the Coquitlam Foundation

- There has been much discussion as to 'how to spend funds'. The Friends agree they would like to make a contribution towards the 'new' City Centre branch; making a promotional position in the branch to raise awareness.
- Quiz Night – April 15th – Anne and Belinda have been busy collecting door prizes for the event – hoping to have 60 prizes. Plans for the evening event are going well.

b) InterLINK - reported by Lance Gueck

- no meeting

c) Council Liaison Report - by Councillor Linda Reimer

- A copy of a draft memo was distributed to the Board of a proposed schedule/work program for the completion of the new City Centre Library at 1169 Pinetree Way. Highlights of the 'Design & Construction Timeline' Schedule: **April 13, 2011** - Strategic Priorities Workshop; **June 28, 2011** - Building purchase transaction complete; **July 18, 2011** – completion of detailed design and award of construction management contract; **April 30, 2012** – Complete construction; **May 1, 2012** – turn over space to library for move in and set-up; **May 2012** – Official opening, actual date to be determined.
- April 13, 2011 Workshop – Brent McCormak (City) will present his report and Rhian will present her 'Business case' for the 22,000 sq/ft and 31,000 sq/ft spaces to Council.

d) Trivia Quiz Night– update by Bertha Rojas and Ann Carlsen

- Bertha prepared and distributed an agenda/schedule of events to the Board for the upcoming 'Quiz Night'
- Friends of CPL and the Board have many details and items to take care of before, during and after the event.
- Finn Donnelly will emcee the event

ITEMS FOR DISCUSSION AND/OR DECISION

Item #600 Old Business

- a) March 8 & 12, 2011 Planning Meetings:
 - Rhian will meet with space planner and map out a plan
 - Board is concerned and would like to sit down and go over plans (when completed) prior to April 13 meeting with Council.
 - Very important to have a solid business case for the 31,000 sq/ft when presenting both 22,000 sq/ft and 31,000 sq/ft.

Item #650 New Business

- a) 2010 CPL Financial Statements prepared by KPMG

Accept the 2010 Financial Statements as prepared by KPMG

#15 Moved by Barbara Mitchell
Seconded by Dianne Swintak

THAT the CPL Board accept the 2010 Financial Statements as prepared by KPMG

carried unanimously

b) Signing Authority Update

Update the signing authority and remove Simon Ahn as one of the CPL Board signatures.

#16 Moved by Dianne Swintak
Seconded by Ann Carlsen

THAT the CPL Board approve the following updated signing authority:

- one of the following signatures for CPL:

**Rhian Piprell, Director
or
Silvana Harwood, Deputy Director**

- and -

- one of the following signatures for CPL Board:

**John Meneghello, Chair
or
Jack Trumley, Vice Chair
or
Lance Gueck, Treasurer
carried unanimously**

ADJOURNMENT

Motion to adjourn – Ann Carlsen
Meeting was adjourned at 7:20 p.m.

**THE NEXT REGULAR BOARD MEETING
6:00 PM**

WEDNESDAY, APRIL 27, 2011
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9