



## ITEM #300

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

Present: John Meneghello, Chair  
Lance Gueck – Treasurer  
Bill Leung - Trustee  
Councillor Linda Reimer

Jack Trumley, Vice Chair  
Ann Carlsen - Trustee  
Barbara Mitchell - Trustee

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

Absent: Bertha Rojas – Trustee  
Dianne Swintak - Trustee

### **CALLED TO ORDER**

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

### **AGENDA**

Item #200 Approval of Agenda

**#45** - Moved by Lance Gueck  
- Seconded by Bill Leung

**THAT the agenda be received.**

**carried unanimously**

### **APPROVAL OF MINUTES**

Item #300 Approval of the Minutes of the October 26, 2011 meeting.

**#46** - Moved by Lance Gueck  
- Seconded by Barbara Mitchell

**THAT the minutes of the October 26, 2011 meeting be approved.  
carried unanimously**

## **CONSENT AGENDA**

Item #301 Approval of the Consent Agenda

- #47** - Moved by Ann Carlsen  
- Seconded by Bill Leung

Item #302 **Director's Report** – Rhian Piprell  
Director's report received.

### **Overall review of written report:**

- **RFID** – Tagging collection continues in anticipation of activating the RFID in 2012
- **Overdrive** – Overdrive is the vendor that provides access and downloading service for e-books and audio books as part of a consortium purchase by all the BC libraries. We have received notice that libraries with population of over 100,000 will need to negotiate their own contracts for 2012. We are currently reviewing the contract and at the same time reviewing our collection and making decisions as to how to move forward.
- **Collections** – With a 'new' collections librarian we are looking at moving forward with physical and digital collections and what the priorities are.
- **Finance** – We are right on target for 2011
- **Fundraising** – Have received contacts expressing interest in naming opportunities – will need to continue work on the sponsorship details
- **Human Resources** – We have hired our first library technician who brings with her a great deal of experience to work on the information desk – this position is more technical and does not require a postgraduate degree.
- Joseph Onodi has resigned after 8 years of service to pursue opportunities up North.
- We posted and on-call position to get some expertise in Korean cataloguing.
- Attended a seminar on labour arbitration as part of the Roper Greyell education series.
- **Public Relations** – Attended the election dialogue at Douglas College on behalf of my knowledge about newcomers. There was a good discussion with members of the public and with would be council members.
- Attended the 5<sup>th</sup> Petchakuta at Evergreen and can see possible library connections with presenters and program opportunities.

Item #302a **Deputy Director's Report** – Silvana Harwood  
Deputy Director's report received.

### **Overall review of written report:**

- **Polaris** - transfer process underway – profile document complete. Hardware and software for the new system will arrive at month end.
- **Fine Amnesty** – We will not be proceeding with the fine amnesty. We will be working with a plan to assist us in collecting fines for our year-end; retrieve missing and lost books and switch to Polaris. December we hope to retrieve materials for year end (December); January retrieve missing and lost books for

- our inventory along with promoting 'Family Literacy Day' on January 27<sup>th</sup>;
- February look at our numbers to assess future goal of fines and inventory and switch over to Polaris; March – patron database clean-up and review numbers.
- **Coquitlam Then and Now** – will be selling an additional 26 copies – final sale for the first edition - \$30 - publicity underway.
- **Effective Management & Leadership Level 2** – attended a two-day course through the Justice Institute of B.C. Learned ways of looking at problems – W.A.I.T. 'What am I Thinking' and 'What am I Talking'; communication with your staff, cost effective meetings and effective teamwork – working in unison.

Item #406 Other Meeting Reports:

- a) Friends of the CPL** – reported by Belinda Thornton
  - We have registered 14 new members, which give a total of 26. The new members would like more hands-on approach. Will email Rhian and Silvana on ways to keep them active.
  - We will not be selling calendars this year.
  - January is 'action plan' month. We will be mapping out the year – what activities and events to participate in.
  - A suggestion from a Board Trustee is to have a 'Meet and Greet' where the Friends and Trustees come together.
- b) InterLINK** - reported by Lance Gueck
  - No meeting to report
  - On a follow-up note the AAG-Strategic Plan 1<sup>st</sup> draft when through. On December 9<sup>th</sup> the ILL Board meeting will review plan.
- c) Council Liaison Report** - reported by Councillor Linda Reimer
  - - Moved In-Camera

## **ITEMS FOR DISCUSSION AND/OR DECISION**

Item #601 Old Business

- a) Defibrillator Update – we received quotes that were more than the \$3,000 approved for the purchase of two defibrillators at the October 26, 2011 meeting. We received confirmation from the City that at this time no staff may use the AED's, they are for public use only. Councillor Linda Reimer will confirm the procedures for consistency with the City.

Belinda Thornton, Friends of the CPL confirmed their contribution of \$3,500 towards the purchase of two defibrillators.

Approval to purchase two defibrillators, one for each branch and not to exceed \$3,500 and based on procedures consistent with the City.

- #48** - Moved by Lance Gueck
- Seconded by Ann Carlsen

**THAT the CPL Board approve the purchase of two defibrillators, one for the Poirier branch and one for the City Centre branch, not to exceed \$3,500 and based on procedures consistent with the City  
carried unanimously**

Item #602 New Business

- a) Surrey Public Library – Earlier in the month several of the Board visited the new Surrey Public Library branch. There were many favourable architectural designs, for example: plenty of light and windows, open space, lots of seating, flexible stacks no higher than eye level, excellent lighting, flexible furnishings. Best of all was the automatic check-in; material would travel down a chute along a conveyor and into the appropriate bins.
- b) New Trustee Applications – Many applications were received and all applicants have been contacted for interviews.
- c) Décor Sample Boards for decision – The ‘Board’ voted ‘all in favour’ for a colour scheme for the ‘new’ City Centre Library that will be presented to Council and the City in January 2012 for their final approval.
- d) Thank you (8 years serving on the CPL Board) - John Meneghello, Chair

“**Thank you** to the Coquitlam Public Library board and staff. I would also like to thank Dianne Swintak for 8 solid years of whole-hearted participation on the board.” John Meneghello

**ADJOURNMENT**

Motion to adjourn – John Meneghello  
Meeting was adjourned at 7:15 p.m.

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

**WEDNESDAY, JANUARY 25, 2012**  
Board Room  
Coquitlam Public Library - Poirier Branch  
575 Poirier Street, Coquitlam, BC V3J 6A9