

**THAT the minutes of the September 28, 2011 meeting be approved.
carried unanimously**

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

Overall review of written report:

- Council approved the recommended plan for the new library that includes a mezzanine and an area devoted to world languages
- Working with the architects and the City to work on department details
Program & Services:
- Presentation - Our reference librarian Jay Peters is doing a presentation on graphic novels and their reading benefits at the Netspeed conference in Calgary
- ILS – continuing to work towards 'cleaning up' our system to get it ready for the migration in February 2012. Staff will be trained on the new system in January 2012.
- RFID – Staff continue to tag the collection in anticipation of activating the RFID in 2012.
- Literacy Celebration – On September 29th, 2011 at Poirier we celebrated the events and initiatives in literacy that were established 3 years ago. CPL has been heavily involved in all the initiatives.
- Story Times – The pre-school story times are cancelled due to 'all day' Kindergarten throughout School District 43 – we will be reviewing this service
- Fundraising – Working on the City Naming Policy and Sponsorship template in order to launch our campaign as soon as possible
- Human Resources – We have hired a new staff member to our cataloguing department. Both libraries participated in the earthquake preparedness exercise on October 20 and a de-cluttering day (clean-up)
- Public Relations – Silvana presented the Honourable James Moore the 'Library Book', which he was very appreciative of receiving and was attentive to library issues.

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

Overall review of written report:

- Silvana and John met in office of Minister James Moore thanking the federal government for their continued support of libraries. All three Tri-city libraries were represented
- ILS – First steps taken towards the move to the new library ILS system – data mapping is now almost complete and working on training schedule
- Citizenship classes – on track to begin in the new year
- Family Play and Learn at Coquitlam Centre Mall – very popular program
- Attended the E-book econference at PLSB and the software, hardware and copyright issues continue to be discussed – more changes to follow

Item #305 Financials – Statement of Financial Activities variance report for September 2011

Variances in the budget line items:

- Community Grants – opted out of applying for funding due to City's grant for 'new' branch and did not want to compete with other groups in the community.
- Fundraising Activities revenue down – not as many fundraisers as anticipated e.g. 'Martini' fundraiser did not happen

- Miscellaneous revenue high – Book bags and History Book revenue will be moved to ‘Publicity’ expense account to off-set start-up costs
- Building and Grounds Mtce. expense low – end of year bill not yet received
- Computer Systems expenses low – new ‘servers’ will come of this line item next month
- Employee Development expenses high – keeping up with ‘new’ technology
- InterLINK Assessment expenses high – borrowing more than lending (materials)
- Publicity & Promotions expenses high – Book bag revenue will be put here next month to offset start-up costs
- Magazine Subscriptions expenses plus Library Materials (capital expenditure) brings the YTD Actual of Budget to 101%

Item #406 Other Meeting Reports:

a) Friends of the CPL

- **Volunteers Festival at the Mall** – Saturday, October 15th the ‘Friends’ registered 14 new members and compiled an email list of 30 teens interested in volunteering.

b) InterLINK - reported by Lance Gueck

- Update: The AAG Planning Committee will be meeting to re-examine the Plan’s Strategic Directions and Goals and develop recommendations for discussion. The draft review will then move to InterLINK and final rewrite will go to the full AAG & InterLINK Board for review and/or approval. Intent of bringing a final document to the CPL board at first meeting in 2012.

c) Council Liaison Report - reported by Councillor Linda Reimer

- **New City Centre Library Design Announcement** – Open House, Thursday, October 28, 2011 5:30 pm – 7:30 pm. Boards, plans, posters and powerpoint presentation have been prepared for the event. There will be no soliciting donations at the event. The Mayor and Council are very excited with the approval of the design for the ‘new’ City Centre Library.

d) Department Heads Meeting Minutes

- Minutes of the Department Heads meeting were well received.
In Addition:
- The library is currently undergoing many changes (e.g. ILS, new City Centre Library) and this can often be a strain on staff – all efforts are being made to keep the anxiety level low. The Architects have engaged with staff and respond to their comments and concerns about the new branch. The new ILS was received very well by staff and efforts and opportunities are made to make sure staff are comfortable with the system.
- The new ILS offers a variety of enhancements to the system that can be accessed in the future if and/or when the needs arise. One of the features available is ‘My Account’ which allows a patron to keep track of what they’ve read, favourite authors, subjects, etc. Staff can produce a variety of different reports quickly. Our systems department is very excited and is looking forward to the future.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #601 Old Business

- a) Defibrillator Update – according to the Heart and Stroke Foundation using the AED and CPR is the best method in restoring heart rhythm. It is unclear if

staff would fall in to the 'Good Samaritan Act – therefore this would be on a voluntarily use basis only. It was recommended that we post signage 'For Use by the Public' with the AED device.

Original motion:

The CPL Board propose the purchase of two defibrillators, one for the Poirier branch to be installed immediately and one for the City Centre 'new' branch to be installed at a later date.

First amendment to motion:

The CPL Board propose the purchase of two defibrillators, one for the Poirier branch to be installed immediately and one for the City Centre 'new' branch to be installed at a later date and not to exceed \$3,000.

Second and final amendment to motion:

The CPL Board approve the purchase of two defibrillators, one for the Poirier branch and one for the City Centre branch and not to exceed \$3,000.

- #42** - Moved by Bertha Rojas
- 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 and not to exceed \$3,000.

carried unanimously

Item #602 New Business

- a) Amnesty – Fines and Fees

Propose to have a fines and fees amnesty for the month of December for the following reasons:

- i) Clean up the database as much as possible for a smoother transfer of data to the 'new' ILS
- ii) Good will gesture
- iii) Bring back patrons to the library that may feel guilty about their fines
- iv) Materials returned that are otherwise billed as lost

Connect the amnesty with the Christmas SHARE food bank drive – when an item marked as lost is returned we ask that the patron contribute a food item to the food bank.

- #43** - Moved by Jack Trumley
- Seconded by Barbara Mitchell

THAT the CPL Board approve the waiving of late library fines for the month of December 2011.

carried unanimously

- b) 'New' City Centre Library floor plan approval
The Board reviewed the current floor plans presented. There are sections of the library that could be available for 'fundraising'. The original idea of a 'Sound Room' is not going to work and considering a 'Digital Media Room' in its place. The fireplace area will provide raised seating and a lattice style (lowered) ceiling over a zoned area for a pleasing visual effect.

#44 - Moved by Jack Trumley
- Seconded by Ann Carlsen

**THAT the CPL Board approve the plans as presented.
carried unanimously**

- c) Fundraising/Sponsorship/Naming
Minutes of the Fundraising meeting with Rhian, John, Ann and Greg Needham (City of Coquitlam) on October 26, 2011 were received.
In Addition: The importance of selling our service is valuable. The 'Planning Committee' will meet to discuss the needs of the library, who and how to approach - consider the 'North/East Sector' The Board is considering a meeting with a professional fundraiser – John will contact James Watson to come in and meet with Rhian and the Board. It is important to establish an overall structure and process.
- d) Other Items
- The Board as a whole is planning a visit to the new Surrey Library in November
 - Municipal Elections: Prepare a 'Facts about the Library' to prospective candidates at the 'All Candidates' meeting
 - Bed bugs: The Coquitlam Public Library has had no reports of bed bugs in the building or materials. We have had a fair share of queries from patrons and have assured them that there have been no cases to date. The staff has been provided with procedures/guidelines to follow if they find bed bugs in the library environment.
 - Bertha provided a copy of AED protocol to be emailed to all Board members.

ADJOURNMENT

Motion to adjourn – Barbara Mitchell
Meeting was adjourned at 7:40 p.m.

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

WEDNESDAY, NOVEMBER 23, 2011

Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9