



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, September 28, 2011, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC.

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

Jack Trumley, Vice Chair
Ann Carlsen - Trustee
Bertha Rojas - Trustee

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

Absent: Dianne Swintak - Trustee
Barbara Mitchell - Trustee
Councillor Linda Reimer

CALLED TO ORDER

John Meneghello, Chair called the meeting to order at 6:00 pm.

John Meneghello welcomed Courtney Novotny, a UBC student who attended the board meeting to gain perspective on library board functions as a part of an MLIS assignment.

AGENDA

Item #200 Approval of Agenda

#33 - Moved by Bertha Rojas
- Seconded by Ann Carlsen

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #301 Approval of the Minutes of the June 22, 2011 meeting.

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

**THAT the minutes of the June 22, 2011 meeting be approved.
carried unanimously**

Item #302 **Director's Report** – Rhian Piprell
Items from the Director and Deputy Director written report requiring further discussion will be added to the Consent Agenda.

Overall review of written report:

Programs and Services

- **Summer Reading Club:** CPL had over 1,600 participants at this years 'Summer Reading Club' with approximately 200-300 children attending the medal ceremonies
- **Coquitlam Express:** Players from the Coquitlam Express will be participating in our reading buddy program, 'Read, Play and Learn' events at the City Centre branch to promote literacy
- **Introduction to Centennial Students:** Chris Miller, Young Adult Librarian gave library tours to all new entry students in hopes of keeping problems to a minimum.
- **Cottonwood Park:** Our weekly visits to Cottonwood Park continue to be very successful. We were also present at their August 'Picnic in the Park'
- **Farmer's Market:** The City Centre's Children's department ran programs at Spirit Square every week during the Farmers' Market and were well received.
- **MANGO:** A new language learning software was added to our on-line resources.
- **ILS:** Our ILS was awarded to 'Polaris' after a rigorous RFP process. The contract was signed in August and we anticipate going live February 15, 2012. In the meantime a lot of work in cleaning up the old system, testing and training staff needs to be done.
- **RFID:** Staff continues to tag the library collection in anticipation of activation in 2012.

Finance

- **2012 Operational budget:** Operational budget for the new library and a 2012 budget for CPL has been submitted and presentation to council is expected to be in January 2012.
- **Fundraising:** There have been many discussions over the summer about fundraising, naming and sponsorship. Soon as a plan is put in place, soliciting funds can start.
- **Photocopiers/Printers:** Re-newed lease agreements with Pitney Bowes for 5 photocopiers that will costs less and provide more options and will save on paper.

Human Resources

- **Retirement:** Long term employee, Leslie Utsunomiya retired at the end of July allowing restructuring library departments and creation of a new collections position

- **Involvement:** Kerrie Glover, Human Resources is participating in the TriCities Intercultural Legacy project in partnership with a number of local agencies.

Policy and Planning

- **New Library:** Summer was a busy month planning for the new library. In July the construction company 'Unitech' was hired. Rhian attended many meetings with Unitech, the architects and the City. The architects worked on preliminary drawings and were given to the City to present to Council in the beginning of September and new plans are currently being prepared and will be presented to Council on October 3rd.
- **Policy:** The Policy and Planning Committee worked on donations, legacy funding and terms of reference for the Board and the Director.

Public Relations

- **Social Media:** CPL is now on 'Facebook'. Follow the library on 'Twitter' to get up to date information on what is happening at the library and in the library world.
- **Pub Night:** The John B Pub put on an excellent fundraising event for the book bus and the Burquitlam Lions were especially generous.
- **Douglas College Fall Fair:** The Book Bus was out at the Fall Fair and was attended by many families that wanted to look at it and ended up taking out books. Great profile for the library.
- **Taste of the Tri Cities:** John Meneghello, Jack Trumley and Rhian Piprell attended and manned a booth at the event and received good profile again.

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

Overall review of written report:

- **ILS (Integrated Library System) selection:** Polaris was selected after a very rigorous RFP process. Five staff attended the Polaris User Group meeting in Marysville, Washington and picked up useful information and publications to assist in the switch to the new system. We currently have in place an implementation schedule, managing and working group and await a site visit from Polaris implementation manager later this week.
- **Citizenship Course:** Working with volunteers and ISS – the syllabus is now complete and are working on actual implementation dates and times.
- **Ask Us:** New services with other interlink libraries commenced with a soft launch on September 12th. This is a "chat reference" available to the members of the public whose libraries are participating in the project. We provide 1 librarian for a total of 8 hours service/week.
- **Family Plan and Learn:** July and August events at the mall were attended very well – 130 in July and 150 in August.
- **Immigrant Services:** Attended meetings with InterLINK urban libraries, provincial ministry officials and contacts in the social service community regarding plans to work with immigrant services agencies to deliver better services to that community.
- **Welcome Event at City Hall:** Worked together with City staff welcoming newcomers to Coquitlam, mainly immigrants, to the services supplied by our municipality.
- **Medal Presentations:** We held two successful 'Summer Reading' medal presentations in August – many thanks to the Board members who could attend.
- **Statistics:** January – August 2010 v 2011 statistics showed a steady increase in the usage of resources provided; e.g. Circulation up 34,390; Visitors up

4,006; Library program attendance up 2,782 and E-book/Audio Book circulation was up 4,422 over double the previous year.

Further items for discussion:

Defibrillators – Studies on the implementation of defibrillators in the library has proven to be complex. We were unable to identify any libraries that offer this service. There was a library that had a heart attack incident and did not implement a defibrillator on its premises.

According to the City if a defibrillator is installed in the library only the public can use the device not the library staff. It is unclear at this time if staff is covered or not under the 'Good Samaritan Act'; if not the City could be held liable.

#35 Moved by Jack Trumley
Seconded by Lance Gueck

**THAT the CPL Board asks the City to put in a defibrillator in the Library.
carried unanimously**

E-books – discussions are ongoing. This 'co-operative' based service has both legal and money issues. There are changes that are under constant review in respect to the publishers and copyright act. The number of holds for material is quite high – the Vancouver Public Library spent additional money so that their patrons (Vancouver residents only) have a shorter waiting period. The annual costs are up approximately \$2,500 from previous year.

Item #406 Other Meeting Reports:

a) Friends of the CPL - reported by Belinda Thornton

- Held an AGM on Saturday – small turnout of members
- The past several months we have been working on a Constitution for the 'Friends' that was well supported and signed at the meeting.
- We are looking at incorporating the 'Friends' as 'Not for Profit Society'
- **Insurance coverage for the 'Friends'** – 'Friends' are looking for support from the Trustees to help pay the cost of an insurance policy. The estimated cost of insurance is approximately \$1,000 that would cover financial and injuries that may occur while acting on behalf of the 'Friends'. Belinda will confirm cost and coverage and report this at the next meeting.
- **Volunteers Festival at the Mall** – Saturday, October 15th the 'Friends' will be on site from 9:00 am – 6:00 pm, 2 volunteers per 3-hour sessions in hopes to register 'new' volunteers. The 'Friends' welcome the Trustees assistance.
- **Donation** – The 'Friends' are looking at making a donation to the 'new' library and will be looking at ideas on how to raise awareness.

b) InterLINK - reported by Lance Gueck

- Only 13 libraries were represented at the last meeting
- InterLINK Strategic Plan 2009 – 2011 needs updating. A handout was provided to assist and develop recommendations for an updated document – work to begin 2nd week of October with final document prepared for January 2012.
- There was discussion on correspondence regarding Federation grants – the fiscal responsibility and accountability expectations.

- InterLINK is actively looking at ways of purchasing collectively to gain better pricing, e.g. Library Cards
- North Vancouver City – 20% drop in circulation from previous year
- Lillooet Public Library – doubled there circulation
- ILL attended ‘Word on the Street’, an event promoting reading and literacy throughout the community
- Micheal Burriss, Executive Director – contract renewed
- Richmond Public Library – is offering ‘Just Ask’ a similar service to ‘Ask a Librarian’ (a ‘new’ service available at all participating InterLINK libraries)
- Sechelt Public Library – 30 year anniversary
- Richmond Public Library – The ‘Lee’ family is donating 40,000 books from their personal collection
- Richmond Public Library - \$3,000 raised at a ‘book sale’
- North Vancouver City – Board members and Head Librarian have taken to walking the streets and asking people what they want from their library
- ‘Raise a Reader’ – very successful event
- Burnaby Public Library – Metrotown is celebrating 20 years and will be offering 20 hours of non-stop programming; McGill is celebrating 10 years and offering 10 hours of non-stop programming
- Whistler Public Library – 25th Anniversary next year (2012)
- Port Moody Public Library – raised \$25,000 at the Golf Tournament
- West Vancouver Memorial Library – was awarded LEED Silver certification for Existing Buildings: Operations and Maintenance

John Meneghello, Chair recommended that a written InterLINK report be included in the board packages.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #600 Old Business

a) Terms and conditions for the Coquitlam Foundation’s Designated Fund

- Recommendation to amend the agreement to include ‘Living’ to reflect the name as it was referred to at the library.

Moved by Jack Trumley
Seconded by Ann Carlsen

#36 THAT the CPL Board amend the ‘Designated Fund Agreement’ between the Coquitlam Public Library and The Coquitlam Foundation to include ‘Living’ in the fund name to read ‘The Coquitlam Public Library Living Legacy Fund. carried unanimously

- Designated Fund Agreement was presented and request for the approval of the document as presented with amendment to name

Moved by Jack Trumley
Seconded by Lance Gueck

#37 THAT the CPL Board pass as presented the Designated Fund Agreement between The Coquitlam Public Library and The Coquitlam Foundation as presented with amendment to name. carried unanimously

Item #650 New Business

- a) Budget issues/concerns – upon reviewing the Coquitlam Public Library Board 'Statement of Financial Activities 8 months ended August 31, 2011' the following 'line' items were discussed:
- **InterLINK** - costs were up due to more borrowing than lending material to other libraries
 - **Miscellaneous** – amount was higher due to special projects where money was used but reimbursed e.g. cost of library book bags vs. money collected for the sale of item
 - **Equipment/Maintenance** – costs are up due to colour vs. black and white copies. Our publicity department has been providing all of our advertising, brochures, pamphlets and special project needs that require colour copies at a higher cost than that of black and white. We are pleased to announce that we have leased 5 new copiers to replace the old ones and were given a better rate and good options in return.
 - **Book Bus** – we will be looking at pulling these costs and have a separate line item on the budget to give a more accurate account of activity
 - **Expenditures** – Magazine/Subscriptions (expense) and Library Materials (capital expenditure); these two line items make up the total value of the approved budgeted material amount

The Audit Committee/Sub Committee-Finance have agreed to meet next year prior to the 2013 budget to discuss and assist Rhian with the preparation of the '2013 Budget Proposal'.

- b) 'Taste of Coquitlam' – went well and was definitely worthwhile giving us an opportunity to promote and answer questions about the 'new' City Centre library.
- c) Surrey Library Tour – the Board will be coordinating a joint visit to tour the new premises of the Surrey Public Library
- d) Municipal Elections – the Board would like to be notified of upcoming 'All Candidates' meetings
- e) Christmas Party – This years Christmas party will be held on Tuesday, December 6th at 6:00 pm at the Port Moody Boathouse.

ADJOURNMENT

Motion to adjourn – Jack Trumley
Meeting was adjourned at 7:20 p.m.

THE NEXT REGULAR BOARD MEETING
6:00 PM
WEDNESDAY, OCTOBER 26, 2011
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9