



ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 27, 2012, in the City Centre Program Room, Coquitlam Public Library, 3001 Burlington Drive, Coquitlam, BC.

Present: Jack Trumley, Chair
Ann Carlsen – Treasurer
John J.J. McCullough – Trustee
Bertha Rojas – Trustee
Lance Gueck, Vice Chair
Bill Leung - Trustee
Barbara Mitchell – Trustee
Ron Lee - Trustee

Also Present: Rhian Piprell, Director
Silvana Harwood, Deputy Director
Sandra Haluk - Administrative Assistant

Absent: Councillor Linda Reimer

PRIOR TO BOARD MEETING – 6:00 pm

The CPL Board, Library staff and Friends of CPL toured the 'new' City Centre library branch led by Brent Cormack and Vraj Sudra. The group was led through the different areas/departments and was given an opportunity to ask questions. The project is currently on schedule and conditional occupancy is expected mid September.

CALLED TO ORDER

Jack Trumley, Chair called the meeting to order at 7:05 pm.

AGENDA

Item #200 Approval of Agenda

#39 - Moved by Bertha Rojas
- Seconded Barbara Mitchell

THAT the agenda be received.

carried unanimously

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the May 23, 2012 meeting.

- #40** - Moved by Bertha Rojas
- Seconded Bill Leung

**THAT the minutes of the May 23, 2012 meeting be approved.
carried unanimously**

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

- #41** - Moved by Lance Gueck
- Seconded by Bertha Rojas

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

Overall review of the written report:

- New Library – Silvana and Rhian took a walk through of the 'new' branch and got a feel for the storage and space potentials. Worked to finalize ergonomic features. Staff has been busy testing our RFID tags for the MK sorter. The City has provided us rooms to continue running our summer programs.
- Finance – 2013 budget template was received for reporting requirements.
- May Variance Report:
 - Province of BC revenue – remains at zero – funding is usually received in July/August.
 - Fines & Fees – are down. Polaris processes still not in place.
 - Book Sales – are down. We are displaying materials prominently during the month of June and July
 - Board Expenses – are high due to the governance workshop
 - Insurance – reflects annual amount for the entire year
 - InterLINK assessment – reflects annual amount for the entire year.
 - Professional fees – includes audit (KPMG) fees
 - Computer System Contracts – have paid the substantial costs of installing Polaris
 - Benefits – actuals are high. Factors include Sunday openings & the employer's portion of CPP and EI that we pay during the first part of the year. When salaries and benefits are added together it is within our budget.
- Conferences/Meetings – attended the board governance workshop. Will be attending the ALA conference, June 21 – 26th and two pre-conference sessions one on leadership and the other on marketing.
- Fundraising – Presented at the Coquitlam Sunrise Rotary Club and received good feedback. Following up on some of the ideas that were presented at the Board Policy and Advocacy meeting.

- Human Resources – Working with CUPE and Metro Vancouver to design a new posting for a Technical Services Coordinator. Professional Development Day was very successful – staff was energized by the workshop entitled “Do less achieve more” and is following up on many of the ideas.
- Public Relations – Rhian, Silvana, Bertha, Jack and Jamie (Friends) attended the Coquitlam Foundation awards evening where the ‘Friends’ were granted \$1,500 for e-book purchases. Jack and Rhian are attending SHARE AGM to celebrate Deborah Duncan (Children’s Coordinator) who is being recognized as a Practice Partner.
- Questionnaire – how best to move forward with it and dialogue with the community.
 - Posting questions on our Website & Facebook page
 - Paper copies available at all our customer service desks
 - Dialogue in the library between the Board & the community at posted times.
 - Dialogue outside the library between the Board & the community at posted times.
 - Hold focus groups with stakeholders e.g. SD43, SHARE, S.U.C.C.E.S.S., and Chamber of Commerce etc.

In addition to the written:

- MK is unable to provide the book drop mini-sorter coming into the library.
- Book drop location is being considered next to the building
- ALA Conference – An amazing event, approximately 20,000 librarians attended; 700 booths were set-up offering many ideas; and workshop/seminars were offered. Looked at a scanner for the ‘new’ branch – 3D printer (Fab Labs) – moving a library into a place of discovery. Looked at ‘CollectionHQ’ product that is compatible with Polaris and would help measure our collection e.g. what is popular, what needs to be weeded out, etc. – this would save time and improve the performance of our collection.

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

Overall review of the written report:

- PLSB statistics near completion, CULC statistics next
- Library Survey – narrowed down to 3 questions
- E-book summit – very interesting information on how libraries are taking monies from other materials and/or reserves to build up their e-book selection and update on a possible made in Canada solution for Canadian materials
- Citizenship Classes – met with volunteers on ways to improve sessions and possibly get another volunteer
- Attended Panorama Elementary School writing club to receive funds on behalf of the Friends
- ‘Stories Galore and More’ – two people were hired for the summer parks reading program.
- Polaris – issues are still being worked on. Looking at having a fully functioning laptop for the book bus so that we can do online check-in and checkout.
- Friends of CPL meeting – very positive and most people are happy to attend a monthly meeting to talk and be with others of a like mind.

- Item #306 Department Heads Meeting – May 16, 2012
 - Department Heads meeting - minutes received
- Item #403 Policy Governance Committee Meeting – June 13, 2012
 - Policy and Advocacy meeting – minutes received
- Item #500 Other Meeting Reports:
- a) Friends of CPL – Jamie McCarthy
 Summary of the June 9, 2012 meeting report received
- Silvana attended the meeting and reported it was very good and all agree to 1 meeting a month.
 - Karim has agreed to continue as Treasurer.
 - Bridge Tournament is taking place on September 19th, 2012 at the Canadian Legion Ridgeway Branch.
 - Plans for a large book sale is underway
 - Discussed putting together a petition/survey promoting Sunday openings all year long.
- b) InterLINK Report – by Lance Gueck
- ❖ Public Library InterLINK Board meeting Summary May 29th, 2012
 - summary received
 - BCLTA President Paul Tutsch & Executive Director Lauren Wolf joined the Board meeting and provided plans for BCLTA's coming year.
 - ❖ InterLINK Board Meeting May 29, 2012 Notes prepared by Lance Gueck received
 - Highlights:
 - Priorities for the following year: Training; bylaw and policy updates; website improvements and more provincial funding
 - BCLA/BCLTA Conference feedback: Overall positive comments; would like to see better trustee attendance
 - InterLINK is moving to Byrne & Marine Way in July
 - Around the Table summary highlights:
 - “Just Ask” program and progress observations will continue before other federations are invited to join.
 - FVRL’s “Future of Libraries & Cities’ event on October 23, 2012
 - New Directors in Whistler and Gibsons
 - Whistler closes Sundays to meet budget
 - Queensborough (New West.) branch soft opening in December followed by a grand opening in January 2013
- c) BCLTA – by Ann Carlsen
- Compensation Survey – expected to go out in July. The original plan was to send the survey directly to the Directors but a change was made that it will now be the responsibility of the Chair. It is not

- mandatory to complete and no monetary (loss of money) repercussions. The survey is planned to repeat every spring.
- Paul Tutsch is the new President of the BCLTA. Lauren Wolf is the new Executive Director. The Board has broken down to various committees and the Province is divided up among the Board. These are positive changes to BCLTA and making it more active.
- TOP's training 'overhaul' – this was re-visited and changes are forthcoming and with this the implementation of specially trained facilitators. A Chair and aspiring Chairs training program is also available. *Bill Leung suggested incorporating a Governance workshop in the TOP's training.*

In addition to BCLTA:

- ❖ Ann Carlsen reported on the City newsletter – Tuesday, June 26th.
 - A finding in the newsletter stated that there are not enough sports facilities in Coquitlam – concentration on sports facilities is a concern. Ann will look into this further – if and/or what action needed moving forward.
- d) Council Liaison Report – Councillor Reimer was absent due to a previous commitment
 - therefore no report by Councillor Reimer
 - Jack reported that Council is looking at the 'naming' issue.

ITEMS FOR DISCUSSION AND/OR DECISION

- Item #601 a) Survey – Plan of Action – follow up
- Many suggestions/ideas followed the discussion of the survey presented. Silvana will take back the feedback and re-work the survey

ACTION ITEM: Silvana will take the feedback and work on revising

ACTION ITEM: Silvana will look at the capability of emailing the Survey to our patrons – will check into the email subscribers wording – if this is at all possible

ACTION ITEM: Survey (once finalized) will be available on our 'Facebook', 'Tweet' and 'Website'

In addition to Item #601a:

- Golf Tournament – July 9th Westwood Plateau Golf & Country Club
 - CPL is registered with the tournament – we will be assigned a tee box and provided with tees to handout with our logo. This is a great opportunity to make connections with builders/developers that may be interested in donating for our new library. A great opportunity to 'partner up' and market their company. A brochure/package will be available to all interested parties. Rhian, Jack and Bill have confirmed that they will be able to attend and promote our 'fundraising' cause. Any other Trustees interested please advise Rhian by end of the week.

- Item #602
- a) New Library Grand Opening Event – Rhian Piprell/Bertha Rojas
 - At the City level the planning for a ‘Grand Opening’ event is currently not in the works. The Manager of Culture & Recreation is not aware of any plans.

ACTION ITEM: Rhian and Jack will talk to Councillor Reimer to discuss this matter on the direction and protocol of approaching the ‘event’ with the City.

- b) The Future of Libraries – fall event
 - ‘The Future of Libraries’ – all day event. Tuesday, October 23rd, Coast Hotel Convention Centre, Langley. Early bird registration deadline July 16th, 2012.
 - Earlybird registration \$169/person, group of 5-9 people \$159/person

ACTION ITEM: Send Rhian an email to confirm if you are planning to attend. Earlybird registration deadline is July 16, 2012. Upon receiving confirmation from the ‘Board’ attending, Rhian will calculate the cost of the event and bring this forward to the Board for approval

In addition to Item #602

Resignation - Ann Carlsen resigned as Treasurer of the Coquitlam Public Library Board June 27, 2012 and recommended Bill Leung to replace her

Jack Trumley, Chair accepted nominations for Treasurer. Ann Carlsen nominated Bill Leung, Trustee of the Coquitlam Public Library Board for 2012. No other nominations.

- #42**
- Moved by Jack Trumley
 - Seconded by Lance Gueck

**THAT Bill Leung be nominated as Treasurer of the Coquitlam Public Library Board as June 27th 2012 for the remainder of 2012.
carried unanimously**

Hearing no further nominations after calling three times, Jack Trumley, Chair declared nominations closed and introduced Bill Leung, Treasurer of the Coquitlam Public Library Board for the remainder of 2012.

Upcoming meetings/events:

- H/R Committee meeting – July 7th – 9:00 am at Jack Trumley’s home

ADJOURNMENT

Motion to adjourn – Bertha Rojas
Meeting was adjourned at 8:25 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

WEDNESDAY, SEPTEMBER 26, 2012

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