



**ITEM #300**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, November 28, 2012, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair  
Ann Carlsen – Trustee  
Barbara Mitchell  
Bill Leung - Treasurer  
John J.J. McCullough – Trustee  
Councillor Linda Reimer

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

Regrets: Lance Gueck, Vice Chair  
Bertha Rojas – Trustee

Absent: Ron Lee – Trustee

**CALLED TO ORDER**

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

**AGENDA**

Item #200 Approval of Agenda  
  
#56 - Moved by Bill Leung  
- Seconded Ann Carlsen

**THAT the agenda be received.**

**carried unanimously**

**APPROVAL OF MINUTES**

Item #300 Approval of the Minutes of the October 24, 2012 meeting.  
  
#57 - Moved by Bill Leung  
- Seconded Ann Carlsen

**THAT the minutes of the October 24, 2012 meeting be approved.  
carried unanimously**

## **CONSENT AGENDA**

Item #301 Approval of the Consent Agenda

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

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

Overall review of the written report:

- New Library:

- City Centre branch opening – as scheduled the branch opened on November 13, 2012. Thank you to the staff for making this happen. As with any new facility we have been busy dealing with issues that are being resolved one by one.
- Communication – The Now Newspaper worked closely with the Deputy Director to produce an insert. We have had coverage in other newspapers as well. Rhian and Jack attended a tour for the media and Rhian, Jack, Lance, Ann and JJ attended a tour for City Council.
- Display Cases – one of two display cases is in place for the Grand Opening with a Riverview display.
- Art – an agreement with the Evergreen Cultural Centre has not yet been made. We have agreed that the Visual Arts coordinator hang art that reflects Coquitlam's diversity for the library opening – a 'one-off' event.

- Finance:

- Rhian and Jack presented the provisional 2013 budget to Council – expect to hear outcome at the beginning of December

- Variance Report:

- Total grants and revenue continue to be above budget estimates and expenditures below budget estimates
- In the last couple of weeks it has been necessary to bring in extra staff to handle the increased load due to increase usage and some technology issues at City Centre. This should easily be absorbed into the staffing budget, as we have been very judicious with the staffing budget throughout the year.
- It has been necessary to use our budget to buy a number of items for the new branch as the 'project budget' is running down. The remaining 'project budget' is needed to address any technical deficiencies that are discovered over the next year.
- Contribution to TCAs – increasing due to the purchase of new equipment and furniture for the City Centre library.

- Conferences/Meetings/Events:

- Director attended a steering committee meeting of the Tri Cities Literacy Group – planning an open house with a guest speaker at the City Centre library on February 13<sup>th</sup>, 2013.
- Deputy Director attended a meeting with 'Read, Play and Learn' – planning a 5-year anniversary event at Coquitlam Centre Mall on January 30<sup>th</sup>. Also attended a 'Festival Planners' meeting and a 'Chamber of Commerce' workshop on privacy guidelines

- The Director, Deputy Director and Coordinator of Technical Services attended a 'Polaris Community Profile' webinar – working with Polaris to do a joint presentation at BCLA in April.
  - Director attended the 'Coquitlam Volunteer Appreciation', Coquitlam Foundation-20<sup>th</sup> Anniversary and will be attending the Nesika Awards
  - Rhian and Lance attended the InterLINK Summit
- Facilities:
- We have engaged 'Total Green' janitorial services for one year to clean the City Centre Library. 'Revi's Building & Maintenance' (our former janitorial service at CC) and 'Total Green' (company engaged by the City to clean during the CC renovation) both had access to the building (arranged by Vraj-City) and each provided a quote. 'Total Green' came back with a very competitive quote and was impressed with the detail and thoroughness of their cleaning plan.

In addition to the written report:

- Facilities:

- Janitorial Contract: Upon reading the Policy manual the contract for these services should go out for 'tender' requiring a minimum of 3 quotes. It is recommended that we give our current custodial company a 120-day without cause notice of termination and in the New Year proceed with the policy procedures.

- #59** - Moved by Barbara Mitchell  
- Seconded by Ann Carlsen

**THAT we provide 120 day without cause termination notice to Total Green Commercial Cleaners and Maintenance as soon as possible but not later than December 5, 2012 to abide by the policy that requires a minimum of 3 bids. carried unanimously**

***ACTION: Sandra will follow-up with a phone call to Regan, Total Green Commercial Cleaners and Maintenance and explain the situation prior to sending out 'termination' letter.***

- Variance Report:

- Processing supplies up due to an order of RFID tags.
- Computer Costs up – awaiting reimbursement from the City for 'new' computer equipment for the City Centre branch.

- Item #305 Financials:
- a) Statement of Financial Activities ended October 31, 2012 – received
  - b) Balance Sheet as at October 31, 2012– received

Item #500 Other Meeting Reports:

- a) Friends of CPL – by J.J. McCullough
  - Summary of the 'Friends' Meeting, November 17, 2012 – received
    - Calendar Sales – sold 10 at the Grand Opening
    - Volunteers – 14 'Friends' helped at the Grand Opening
    - Book Sale – Book Drive in early March at the City Centre branch – date to be determined

- Quiz Night – Friends will start discussing the 10<sup>th</sup> Annual Quiz Night in January – hoping to have it on a Friday night in April 2013.
- Next Meeting will be on Saturday, January 12<sup>th</sup>, 2013 at the City Centre branch.
  
- b) InterLINK Report – by Lance Gueck
  - Public Library InterLINK – Executive Director Report – received
  - Fall Summit – October 27, 2102 – received
  - Summit Table Notes – received
  - Urban Libraries Settlement Partnership Notes – received
  
- c) BCLTA – by Ann Carlsen
  - Compensation Survey – received data from participating libraries. Summarized Data will be available to all that participated only. Material Data will be available to Board Chairs.
  - Constitution and Policies – both are undergoing review. Ann Carlsen sits on both committees
  - BCLTA/BCLA Conference will be held in Richmond on May 9-11, 2012. Negotiations are underway for a specific ‘free’ AGM. TOP’s training is under revision.
  - Ministry of Education – Library budget line was recommended and approved and will be put back in as a separate line item – budget amount, \$ 9.7 million.
  
- d) Council Liaison Report – by Councillor Linda Reimer

**AGENDA ITEM #500d Council Liaison Report - moved into In-Camera at 6:20 pm**

Moved back into Regular meeting from In-Camera at 7:20 pm

**ITEMS FOR DISCUSSION AND/OR DECISION**

Item #601 Old Business

- a) Artwork Display at City Centre Branch
  - A partnership agreement with Evergreen Cultural Centre has not been made. ‘Evergreen’ feels the art wall is exclusive to them – proprietary. Rhian suggested that representatives of the Visual Arts Committee and the Library Board meet in January to discuss a possible partnership
  - Partnering with other groups with whom we want
  - Public ‘Art’ Filter Representative:
    - Discussed was a process in which artwork presentations are brought before the Board for approval before being allowed in the Library building. Set-up parameters to filter artwork – base guidelines.

- It was also suggested that the Director be the initial 'filter' and anything questionable will be then brought before the Board for approval.

- Moved by Jack Trumley
- Seconded by Ann Carlsen

**THAT public art viewed in the library building will be approved by the CPL Board**

**motion withdrawn**

Upon further discussion it was agreed to find out what other public libraries are currently doing.

***ACTION ITEM: Rhian will explore other libraries and their policies regarding the display of artwork***

b) Leases

- Motion #54, October 24, 2012 - 'Insurance Clause, section 7' and 'Abandonment, section 5.3' were satisfied.

**Motion: #54 - October 24, 2012**

**That the CPL Board accept this Building Operating Agreement on the conditional compliance of the Insurance clause, section 7 and satisfactory clarification of Abandonment, section 5.3**

Lease agreement has been received and a meeting with the City is scheduled to sign document.

Item #602

New Business

a) Management Structure – Organizational Chart - received

- Administration staff is working on a plan to be on site at the new City Centre branch premises in early January – currently looking at ways to best achieve the necessary management presence.
- An office equipped with a computer has been set-up. Management staff will be able to keep in touch between the two branches by various electronic methods of communication.

b) Janitorial Contract

- A 'Tender for Business' will be going out in the New Year for janitorial service at the City Centre branch.
- As per discussion many factors will be considered, e.g. training and experience, fair wages (implementation of a 'fair wage' policy), use of environmental products. Will be looking at this closer in January.

c) City Centre Grand Opening

- It was an outstanding event and positive feedback was received from those that attended. Thank you to everyone and appreciation to Silvana, Sandra

and Kerrie for all the hard work that was done for the event. Compliments to the 'Entertainment/Entertainers'.

**ADJOURNMENT**

Meeting was adjourned at 8:00 pm

\_\_\_\_\_  
Minutes by: Sandra Haluk,  
Administrative Assistant

\_\_\_\_\_  
Jack Trumley, Chair

Date Signed: \_\_\_\_\_

**THE NEXT REGULAR BOARD MEETING**

**6:00 PM**

**WEDNESDAY, JANUARY 23, 2013**

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