



**ITEM #300**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, October 23, 2013, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley - Chair  
Alice Hale – Treasurer  
J.J. McCullough – Trustee  
Kelly Zimmer – Trustee  
Lance Gueck – Vice Chair  
Ron Lee – Trustee  
Bertha Rojas – Trustee  
Councillor Terry O’Neill

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

**CALLED TO ORDER**

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

**AGENDA**

Item #200 Approval of Agenda  
  
#47 - Moved by Alice Hale  
- Seconded by Councillor Terry O’Neill

**THAT the agenda be received.**  
**carried unanimously**

**APPROVAL OF MINUTES**

Item #300 Approval of the Minutes of the September 25, 2013 meeting.  
  
#48 - Moved by Bertha Rojas  
- Seconded by Councillor Terry O’Neill

**THAT the minutes of the September 25, 2013 meeting be approved.**  
**carried unanimously**

## **CONSENT AGENDA**

Item #301 Approval of the Consent Agenda

- #49**
- Moved by Bertha Rojas
  - Seconded by Alice Hale

**THAT the Consent Agenda be approved  
carried unanimously**

Item #302 Interim Director's Report – Silvana Harwood  
- Interim Director's report received

Overall review and discussion of the written report:

- Art Wall Lighting enhancement – received quote for \$3,800. Will be getting a 2<sup>nd</sup> quote. Recommend we not go ahead with it. Suggestion: splitting costs with Evergreen Cultural Centre
- Room Booking policy – updated to reflect the 2<sup>nd</sup> booking/month policy revision
- 'New' library card – contest started for children to design our new library card, info is posted in both branches, CPL website and schools
- City will start process for library's website to move to the new CMS (Content Management System) in November
- 'Welcome to Coquitlam' – very successful event, 539 visitors attended our table
- Library Champions – an InterLINK/Provincial initiative for members in the immigrant community a chance to talk to people in their ethnic community about the library – 13 applications on the first day
- New telephone system – installed and working
- Scheduling Software – training began and system testing is continuing. Information from old system to new will be transferred and expect to be using the new 'scheduling' in December
- PUG (Polaris Users Group) conference – 3 staff members attended the three day conference and brought back good information; useful ideas to improve processes and the catalogue
- Disaster Planning for Libraries – attended workshop; interesting information and confirmed that our two main sources of data (catalogue and staff info) are safe
- Meetings attended: Coquitlam Foundation AGM; Tri-Cities Childhood Development Community; Coquitlam Centre Mall and Play & Learn; Library Bound (supplier); VPL-new strategies for their library; Family Literacy Committee and many internal meetings.
- New City Archivist, Emily Lonie – working with her and handing over materials that best belong in City archives
- Met with the Festival Planners of Tri-Cities – they are excited about our new room booking software and Community Profiles
- 'Friends' Bridge Tournament – raised approximately \$2,200, over double from previous year.
- 1<sup>st</sup> Year Anniversary – planning a small anniversary of opening new library – coffee, cupcakes and a prize (Kobo E-reader) entry draw for anyone coming to the library that day (both branches).
- Canadian Library Month – displays set-up at both branches and entries for small prize at each library

Item #302a Revised Meeting Room Regulations  
- Revised Public Meeting Room Regulations October 2013 received

- There are a few groups in the community that the library has an ongoing relationship/partnership with that provide literacy programs – requested that these groups be exempt from the revised meeting room regulations. Upon further discussion Silvana will provide the Board with additional information on the room usage of these select groups, e.g. past averages # of days/month.

**ACTION ITEM: Silvana will provide the room booking usage for aforementioned literacy groups**

Item #303 Library Board Action and Issue Log  
- Received

Item #306 Financials:  
a) Statement of Financial Activities Variance Report ended September 30, 2013 – reports received  
b) Statement of Financial Position as at September 30, 2013 – reports received  
c) Book Bus Expenses – as at June 30, July 31 and August 31, 2013 – reports received

Finance Overview:

- Due to unforeseen events in the year, salaries/benefits and professional fees are higher than expected – contingency fund is available
- Processing Supplies is high due to the purchase of additional RFID tags to complete the collection conversion.

In addition:

City Budget Presentation – November 13, 2013 at 9:00 am City Hall Council Chambers – 15 minute presentation and question period to follow (total 30 mins.) Silvana is working on the budget presentation and it must be submitted to the Finance Standing Committee by November 4<sup>th</sup>.

- Operating Fund Requests:
  - Contractual wage increases
  - Staffing increase at City Centre branch to match new building and service requirements
  - Reserve for capital assets on an accrual basis – vehicle, computers, furniture & equipment and security
- 

**ACTION ITEM: Email the Board a copy of the budget requests – ‘Summary Funding Request Form’**

Other Meeting Reports:

Item #500 a) InterLINK – by Lance Gueck  
Board Meeting Summary Report – September 24, 2013 – received

Overview of report:

Strategic Plan Updates:

- Direct Patron Requests – feedback of the feasibility process and the recommendation by R. McGee, Consultant of RMG Consultants was discussed at length. After consideration the Board passed a recommendation to move forward with phase 2.
- InterLINK Communication Plan – 2012 Update document was completed and printed in early September and will also be available on the InterLINK website

- InterLINK Staff Development Plan – was presented at the September 6<sup>th</sup> AAG. The AAG voiced strong approval for moving ahead with the sessions. A registration fee will be charged - \$5,000 of the budget will come from InterLINK's program reserve, which was approved by the Board at its May meeting

Other Item:

“Bookstores in Libraries” – a virtual store (no physical presence in the library)

- The Public Library InterLINK Board received a recommendation from the AAG to sponsor a symposium titled ‘Bookstores in Libraries’ - highlighted was the need for a sponsorship policy
- After discussion regarding the pros and cons of sponsoring the event, the Board moved to defer a decision until the November meeting in order to provide time for member library boards
- The CPL Board consensus is to study this further, very intriguing concept. The Board gives their approval - InterLINK should have a voice.

a) Council Liaison Report – by Councillor Terry O’Neill

1. Discussion with City Clerk on September 27, 2013

- Term limits for Board executive positions – notes that future Board could adopt a new policy overriding any existing policy;
- Electing a Board executive at first meeting of the New Year – agreed with the Board’s suggestion to delay those elections until the end of the meeting. One who has no desire to run as Chair or appointed Council may fill that position until the end of the meeting
- Vetting of new applications to serve on the Board – previous procedure saw the Library Director and Board Chair vetting applications. This may appear inappropriate to have the Director play a major role in the selection of their superior. A suggestion is to have the Board’s Human Resources committee do the vetting

**#50** - Moved by J.J. McCullough  
- Seconded by Lance Gueck

**THAT the CPL Board Executive be charged with recommending the applicants to City Council for the appointment of new library trustees**

***Moved to amend motion***

**THAT the CPL Board Executive or designate be charged with recommending the applicants to City Council for the appointment of new library trustees**

**carried unanimously**

2. Parks Recreation and Culture

- City launched a master plan – Board/Staff interested make our presence known

3. Canada Day celebrations

- 2014-2015 Canada Day events will be shifted to Northeast of Lafarge Lake because of growing congestion due to Evergreen Line construction

- c) Friends of CPL Report  
– report received

Overview of written report:

- Applied for the Spirit of Coquitlam Grant – 3D Printer for City Centre branch. Grant results expected in December. Thank you to the Board for their support
- Friends are participating in the 'Volunteer Fest' at Coquitlam Centre Mall on October 19, 2013 – hoping to register new members
- Bridge Tournament was a great success and raised \$2,256 – over double from the previous year

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

Item #602      New Business

- a)      Equipment Purchases – Silvana Harwood  
Purchasing the following items from the 2013 Capital Expenditures budget:
- Speakers 'Front Row To Go' for the City Centre branch
  - Sound barrier dividers/partitions for offices on the mezzanine level
  - Ceiling/wall mounted LCD projectors for meeting rooms
  - A/V screens
- Currently purchased additional lounge chairs – 5 for the City Centre branch and 3 for the Poirier branch and a table for the Teen area at City Centre branch

In addition: We are working on plans for the Digital Media Room at the City Centre branch to create a creative space for the community. Some possibilities for this space are:

- Creating/putting together film
- Photography projects
- Music projects
- Computer Scanner – Photo-scanning day
- 3D Digital Printer demo's

***ACTION ITEM: Silvana will forward the Board a 10 minute video link on 3D Digital Printer's***

A concern was discussed around the number/availability of power outlets at the City Centre branch – it was felt that additional power outlets would benefit library users. This does not qualify as an equipment purchase but an operational cost that may be planned for in the future.

***ACTION ITEM: Silvana will get a quote for additional conduits on the floor around the table areas.***

- b)      Board Orientation Session – Jack Trumley  
Library Trustees Information Session is on October 28, 2013 in the board room at the Poirier branch at 6:00 pm. All board members are welcome to attend.

- c) City Centre Branch 'One Year Anniversary' – Silvana Harwood  
Celebrating the 1-year opening of the City Centre branch on Thursday,  
November 14, 2013 at 10:00 am. We will be serving coffee and cupcakes for  
the first 150 people. There is a KOBO E-reader giveaway, books for children  
and other small gifts donated from our vendors. The Mayor, City Council and  
City staff are all invited to attend.

The CPL Board would like to contribute and purchase treats (muffins, fruit) for  
the staff at both branches in recognition of all their hard work

## **ADJOURNMENT**

Motion to adjourn – Lance Gueck  
Meeting was adjourned at 7:35 pm

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Minutes by: Sandra Haluk,  
Administrative Assistant

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

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

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

**WEDNESDAY, NOVEMBER 27, 2013**  
Board Room  
Coquitlam Public Library - Poirier Branch  
575 Poirier Street, Coquitlam, BC V3J 6A9