



ITEM #300

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

Present: Jack Trumley, Chair
Alice Hale – Treasurer
Ron Lee - Trustee
Bertha Rojas – Trustee
Councillor Terry O’Neill

Lance Gueck – Vice-Chair
Ann Carlsen– Trustee
J.J. McCullough – Trustee
Kelly Zimmer – Trustee

Also Present: Rhian Piprell, Director
Silvana Harwood, Deputy Director
Sandra Haluk - Administrative Assistant
Jamie McCarthy – President, Friends of CPL

CALLED TO ORDER

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

WELCOME NEW BOARD TRUSTEES and COUNCILLOR

Jack Trumley welcomed Councillor Terry O’Neill, Alice Hale and Kelly Zimmer to the Coquitlam Public Library Board. The skills and experience they bring will compliment the Coquitlam Public Library Board 2013. We look forward to a great year!

AGENDA

Item #200 Approval of Agenda

#1 - Moved by Ann Carlsen
- Seconded Alice Hale

THAT the agenda be received.

carried unanimously

ELECTION OF OFFICERS for 2013

Item #250 Jack Trumley, 2012 Board Chair, turned the gavel over to Rhian Piprell, Director, for nominations and election proceedings.

#2 Rhian Piprell, Director accepted nominations for Chair. J.J. McCullough nominated Jack Trumley, Chair of the Coquitlam Public Library Board for 2012. No other nominations.

- Moved by J.J. McCullough
- Seconded by Kelly Zimmer

THAT Jack Trumley be nominated as Chair of the Coquitlam Public Library Board for 2013.

carried unanimously

Hearing no further nominations after calling three times. Rhian Piprell declared nominations closed and introduced Jack Trumley Chair of the Coquitlam Public Library Board 2013. Rhian Piprell, Director turned the gavel over to Jack Trumley, Chair for further election proceedings.

#3 Jack Trumley, Chair accepted nominations for Vice Chair. Ann Carlsen nominated Lance Gueck, Vice Chair of the Coquitlam Public Library Board for 2012. No other nominations.

- Moved by Ann Carlsen
- Seconded by Ron Lee

THAT Lance Gueck be nominated as Vice Chair of the Coquitlam Public Library Board for 2013.

carried unanimously

Hearing no further nominations after calling three times, Jack Trumley, Chair declared nominations closed and introduced Lance Gueck, Vice Chair of the Coquitlam Public Library Board for 2013.

#4 Jack Trumley, Chair accepted nominations for Treasurer. Jack Trumley nominated Alice Hale, seconded by Kelly Zimmer; Bertha Rojas nominated Ann Carlsen, seconded by J.J. McCullough. No other nominations.

Vote by ballot for Treasurer of the Coquitlam Public Library Board for 2013 was awarded to Alice Hale

THAT Alice Hale be nominated as Treasurer of the Coquitlam Public Library Board for 2013.

carried by ballot vote

Jack Trumley, Chair declared ballot vote closed and introduced Alice Hale, Treasurer of the Coquitlam Public Library Board for 2013.

Library Board Committee:

The Library Board Committees for 2013 are:

Audit Committee:

Jack Trumley - Chair
Lance Gueck – Vice Chair
Alice Hale - Treasurer
Ron Lee - Trustee

Subcommittees:

Finance - Jack Trumley, Alice Hale,
Ron Lee
Human Resources – Jack Trumley,
Lance Gueck, Ann Carlsen, Alice Hale,
Kelly Zimmer
Programs & Services - Whole Committee

Policy Governance Committee:

Jack Trumley - Chair
Ann Carlsen
J.J. McCullough
Bertha Rojas

**Planning & Development/
Fundraising Committee:**

All Board Members

**InterLINK Representative:
InterLINK Alternate:**

Lance Gueck
to be determined

BCLTA Representative

Ann Carlsen

Friends of CPL Representative:

to be determined

APPROVAL OF MINUTES

Item #300 Approval of the Minutes of the November 28, 2012 meeting.

- #5** - Moved by Ann Carlsen
- Seconded J.J. McCullough

**THAT the minutes of the November 28, 2012 meeting be approved.
carried unanimously**

CONSENT AGENDA

Item #301 Approval of the Consent Agenda

- #6** - Moved by Kelly Zimmer
- Seconded by Alice Hale

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

Overall review of the written report:

New Library :

- Staff are settling in and establishing new work flow process. Working through deficiencies and needs lists. Director and Deputy Director are spending as much time as possible at the new library and working on a regular schedule.
- Statistics provided by the Deputy Director from December 2011 compared to December 2012 - huge increase in memberships from 250 to over 700, foot traffic has gone up slightly and circulation has gone from 45,000 to 59,000.
- Public Art – City has sent out a request for expressions of interest – these will be reviewed and an artist selected in February

Finance:

- Funding – received 2013 funding from the City. Requested \$56,000 to open all year on Sundays – the City has asked us to work with the funding received and see if we can open without the extra funding. Budget was adjusted to reflect our new facility lease agreement and we will no longer be charged for outside landscaping. Insurance was adjusted to reflect additional cost for new library.
- Audit – KPMG annual audit is scheduled last week of January. Working with the City to ensure all new TCA's accounted for.

Financial Management for Community Organizations:

- Rhian attended a financial management course for community organizations at the Justice Institute. Course was of great value and the 3 tools; 'Design of Financial Statements, Reporting Surpluses and Logic Model Analysis could be of practical use to CPL.

Variances for 2012 year end:

- TCA's have increased due to 'new' City Centre library. Most of the assets were purchased through the City and we currently do not have an accurate balance sheet – currently obtaining details now for the audit.

Revenue:

- Total revenue was an accurate projection
- Fundraising: Activities were down on the statement, however we were successful in receiving a sponsorship from the Coquitlam Foundation which went to the City for the library project – this value is not reflected in this statement
- Interest: Up due to Rhian investing in a GIC
- Fines & Fees: Down due to the new Integrated Library System (ILS) installation the Spring and our Fall City Centre closure. No fines for children's materials.

Expenditures:

- Book Bus: Expense was up due to higher insurance and a computer to allow check-in/check-out and additional event visits.
- Processing Supplies: Up due to the purchase of replacement RFID tags – many of the older tags were not being read by the book sorter.

Salaries & Benefits:

- Calculated together are below projection. Hours were held back to see where they are most needed in the 'new' library

Van Houtte:

- Coffee service is breaking even

ACTION ITEM: Rhian is planning to bring a revised 2013 budget to next board meeting following the completed audit.

Conferences/Meetings/Events:

- Rhian attended a steering committee meeting of the Tri Cities Literacy Group – planning an open house (Rhian as the main speaker) at the 'new' library on February 13th.
- Changing Times, Inspiring Libraries Conference – attended by Rhian, Jack, Ann and Jay Peters. Rhian and Jay followed up with a presentation to the librarians on the contents of the conference.
- Urban Libraries Settlement Partnership Steering Committee – Rhian attended meeting on January 10th.
- KPMG 'free' Breakfast Seminar – number of speakers one of which discussed an update/changes that will happen as BC moves back to GST/PST.
- Family, Play and Learn – Deputy Director attended all day planning meeting for the Five Year Anniversary event a Coquitlam Centre Mall on January 30th.
- TriCities Intercultural Workplace Legacy – Rhian and Silvana attended a forum on diversity in the workplace. As part of this project CPL staff from Iran and Fiji presented food, artifacts and cultural information for our staff – very popular event and hope to do more in 2013.

Human Resources:

- Union: Proposals were exchanged on January 8th.
- Deputy Director attended a bargaining and labour relations course at the Justice Institute

Janitorial Services:

- RFP for services will be put out in February

Lease Agreement:

- Rhian and Jack (Board Chair) signed the lease agreement on December 5th, 2012 – first of the cultural groups.

Programs/Services:

- Deputy Director organized the 'move' of the Book Bus to City Centre Library – bus is now kept inside at night.
- Meeting held to plan the direction of our 'World Languages' services.

Item #305

Financials:

- a) Statement of Financial Activities ended December 21, 2012 – received
- b) Balance Sheet as at December 31, 2012– received

Item #500 Other Meeting Reports:

- a) Friends of CPL – by Jamie McCarthy, President
 - Calendar sales went well – future sales are under consideration for the next year.
 - 10th Annual Quiz Night – Friday, April 5th, 2013. Event will be held at the 'City Centre' branch. Fin Donnelly, MP has agreed to emcee the event. The 'Friends' welcome CPL Board Trustees help with donations for raffles (as in previous years) and purchase of a table.
 - Book Sale – 'Book Drive' on March 19, 2013 from 9:00 am – 1:00 pm at the City Centre branch parking lot. Everyone is welcome to drop-off books – to arrange an alternate time contact Brenda Meade Husain, Silvana Harwood or Sandra Haluk.
 - Next meeting will be held on February 16, 2013 at 10:30 am in the Poirier board room – Trustees welcome.

- b) InterLINK Report – by Lance Gueck
 - Public Library InterLINK – Executive Director Report, November 27, 2012– received
 - Public Library InterLINK – Board Meeting Summery, November 27, 2012 - received
 - Urban Libraries Settlement Partnership report - received

- c) BCLTA – by Ann Carlsen
 - Board meeting Saturday, January 26th, 2013
 - 'Compensation Package Survey' will allow Chairs access to information on other libraries of similar size

- d) Council Liaison Report – by Councillor Terry O'Neill
 - 2013 budget for the Library was passed in December 2012 for \$4,492,307 – 7% increase over the 2012 budget due to additional costs to operate the 'new' larger library. In addition, \$15 million was spent in capital during 2011/12 building the new library.
 - Evergreen Team has moved (interim) into the office at the corner of the Henderson/Library location. Staff will enter off Pinetree Way and access to inside the library will be locked and used only in case of emergency.
 - Burke Mtn./Partington Creek: Council/School Board Liaison Committee met and discussed the new draft Partington Creek Neighbourhood plan – opportunities for shared facilities, including possible library. Expected growth over the next two decades is expected around 10 to 15 thousand new residents. There are plans for new schools in SD43 – Elementary and High School (8 – 10 years down the road)
 - David/Coast Meridian – looking at a 'new' bus route that will connect direct to Coquitlam City Centre.
 - Literacy: City of Coquitlam is supporting the Coquitlam Centre Mall Literacy celebration event on January 30th, 2013 and Mayor Stewart's storytime is at 5:45 pm.

ITEMS FOR DISCUSSION AND/OR DECISION

Item #601 Old Business

a) Janitorial Contract

It is determined that a minimum of 3 bids is needed in order to award the janitorial services at the City Centre branch. Discussion around the table included fair wage policy, employee standards, fiscal and ethical balance.

It is important that the company be fair and responsible and abide by the Employment Standards Act of BC.

- #7** - Moved by J.J. McCullough
- Seconded by Terry O'Neill

THAT the CPL Board not adopt a fairwage policy on the janitorial services at the Coquitlam Public Library
carried by majority

b) Approving artwork within our Libraries

The Board recommended that the approval of artwork for the library not be left entirely to the Director. The 'Policy committee' will meet in the near future to discuss and implement a policy for the 'Board Policy Manual'.

- #8** - Moved by Lance Gueck
- Seconded by Ann Carlsen

THAT any artwork submitted for display must be approved by the CPL Board on an interim basis until an appropriate policy is established by the Policy Committee
carried unanimously

Rhian met with 'Evergreen Cultural' staff in regards to changing the art for the month of February with 'Emerging Art' (people's choice) of grade 12 students.

A sample of artwork 'painting' was distributed amongst the Board for donation to the City Centre library for approval.

- #9** - Moved by Ann Carlsen
- Seconded by Kelly Zimmer

THAT the CPL Board approve the existing artwork to be donated for the City Centre library branch.
carried unanimously

Discussion followed as to how to treat this donation – per the 'draft' donation policy; value, tax receipt, recognition, ways of thanking?

Item #602 New Business

- a) Future of Libraries – December 2012 Conference, attended by Rhian and Jack
- Fit the community – find out what the wants and needs of the community are
 - Involvement in projects and engaging with the community
 - Changing environments – keep up with the changes
 - Keep up with technology – e.g. e-book usage has gone up from 13,500 to 21,000 in one year (over 7,000 in one year)

In addition:

Councillor O'Neill suggested creating a 'community like centre' with a specific theme, e.g. Information, Literacy and Learning – bring people together.

Strategic planning was briefly discussed and it was recommended that it would be a good idea to find out what the needs of our community are, e.g. youth, seniors etc...

- b) Duties of Trustees – Report prepared by Jack Trumley - received
- It is important to recognize the Board at all times and be productive and positive and looking forward to the next meeting
 - E-mails should be used for information only not ongoing (business) discussions
 -
- c) BCLTA – TOP's on-line training – link: bclta.invokemedia.com
- 'New' Trustees were encouraged to visit the on-line training link.

ADJOURNMENT

Motion to adjourn – Lance Gueck
Meeting was adjourned at 7:55 pm

Minutes by: Sandra Haluk,
Administrative Assistant

Jack Trumley, Chair

Date Signed: _____

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

WEDNESDAY, FEBRUARY 27, 2013

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