



**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Thursday, November 27, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair Alice Hale, Vice Chair  
Kelly Zimmer, Treasurer Matt Djonlic, Trustee  
Brian McBride, Trustee Naresh Sahota, Trustee  
Sandra Hochstein, Trustee Councillor Terry O'Neill, Trustee

Also Present: Todd Gnissios, Director  
Silvana Harwood, Deputy Director  
Sandra Haluk - Administrative Assistant / Minute Taker

Regrets: Erin Adams, Trustee

Observers: Mary Beth Folino, Circulation Supervisor - Poirier (CPL)

CALLED TO ORDER

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

Item 200 Approval of Agenda

Approval of Agenda

- #73 - Moved by Trustee Zimmer
- Seconded by Trustee Djonlic

**THAT the agenda be received**

**carried**

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the October 27, 2014 meeting.

- #74 - Moved by Trustee Hale
- Seconded by Trustee Hochstein

**THAT the minutes of the October 27, 2014 meeting approved with the amendment to add Trustee Hochstein present at the October meeting**

**carried**

Item 280 Action Issue Log – received  
Overview:

- Board room furniture – continuing on the room completion of tables, chairs and venting system
- Evergreen Cultural Centre Gallery Partnership Agreement – the agreement is being re-written with consideration to our concerns and creating a partnership
- City Suitcase Project – moving forward with a large event in the library as part of Canada Mental Health Week in the new year

## CONSENT AGENDA

Item 305 FOPL - Branding Study Report - pdf distributed (Gnissios) – for information  
Item 306 The Future Now: Canada's Libraries, Archives, and Public Memory - E-link (Gnissios) – for information  
Item 307 November Literacy News - E-link (Gnissios) – for information  
Item 308 Arts, Culture and Heritage Plan - Terms of Reference - E-link (Gnissios) – for information

### **Item 400 Committee Minutes/reports:**

Item 401 Recruitment Sub-Committee - deferred to in-camera  
Item 402 Finance Committee (Committee of the Whole) - Received Audit Letter in preparation for the 2014 audit - for information  
Item 501 InterLINK Report - no report  
Item 502 BCLTA – no report  
Item 503 City of Coquitlam Arts and Culture Committee Report (Trustee Hale)

- New committee to be struck in 2015

Approval of the Consent Agenda

**#75** - Moved by Trustee Djonlic  
- Seconded by Trustee Hale

**THAT the Consent Agenda be approved**

**carried**

End of Consent Agenda

**Item 600 Friends of the CPL - written report by Ann Carlsen, President**

- Quiz Night set for Friday, April 10'15
- Book Sale will be held in May'15 – final date to be determined
- 'Friends' Christmas Brunch – December 13, 10:00 am Coquitlam Grill
- Next 'Friends' meeting will be on January 17

**Item 625 Council Report – Written Report by City Councillor appointed Trustee, Terry O'Neill**

- Council's Inaugural Meeting held on December 1 at 7:00 pm – public welcome to attend

- Council appointments will be finalized at Council's meetings on either Dec 8 or 15
- B.C. Housing's visioning process for the Riverview lands – public invited to participate in the third online open house – last day to rate the illustrated concepts is January 16
- Nov 17 meeting - Council endorsed plan to build an outdoor performance and event plaza/stage on northeast shore of Lafarge lake. Next step is obtaining partial funding from Heritage Canada

**Item 700 Library Board Director's Report (Director Gniissios)**

Item 701 Director's report including 'Libraries Innovate' presentation received

Highlights:

- InterLink Director's meeting – discussed the policy and implications of implementing public initiated inter-library loans. CPL Board concerned and request additional information

**Action Item: Provide a detailed report of the process at the next regular Board meeting**

- Possible partnership with Richmond Public Library on Chinese language donation – last year we had a significant drop in Chinese circulation due to small collection and it being read-out
- Through a referral from one of our staff members we received the first of two donations from Industrial Alliance for the Book bus – one in 2014 and another is expected in early 2015
- Business Survey was put together and sent out via the Chamber of Commerce newsletter – find out if the business community uses the library and how
- Initiated a 'Coquitlam Reads' program – list was sent to the local papers

**Item 704 Financials (Director Gniissios)**

Item 704.1 Statement of Financial Activities ended October 31, 2014 - report received

- Require further discussions with Trustee McBride, Director and Accountant with regards to capital reserves

Item 704.2 Financial Position ended October 31, 2014 - report received

Item 704.3 Book Bus Expenses as at October 31, 2014 report received

**Item 800 Old Business**

Item 801 New City Council Orientation (deferred from October meeting) (Director Gniissios)

- Council will all receive a letter of introduction, library card and an annual report
- Plan a 'Meet & Greet' event in January – an opportunity for Council to meet the Board and learn who and what it is the library does and the services provided/offered in the community.

Item 802 Suitcase Project (Director Gniissios)

- A program to educate the community about the history of Riverview, the lands and its services
- Plan an event(s) during Canadian Mental Health Week

**Item 850      New Business**

Item 851      Book bus Insurance proceeds - motion to move to book bus reserve - Director Gniissios

- #76**      - Moved by Trustee Djonlic
- Seconded by Councillor/Trustee O'Neill

**THAT the CPL Board directs management to allocate the book bus vehicle insurance proceeds to a book bus reserve, to be used solely for the purposes of replacing the 'book bus'**

**carried**

Item 852      2014 Operating surplus - motions to move to book bus reserve – Director Gniissios

- #77**      - Moved by Trustee Hale
- Seconded by Trustee Hochstein

**THAT the CPL Board approves management to add an additional \$ 20,000 from the operating surplus to the previously approved \$ 100,000 2014 IT equipment purchase for a total of \$120,000**

**carried**

- #78**      - Moved by Trustee Djonlic
- Seconded by Trustee Sahota

**THAT the CPL Board approves management to move all 2014 fundraised monies allocated to replacing the book bus to a book bus reserve**

**carried**

Moved In Camera at 7:34 pm – motioned by Trustee Djonlic

- Further discussion on operational costs and budget requests

Moved back to Regular meeting at 7:45 pm

- #79**      - Moved by Trustee Hochstein
- Seconded by Trustee Sahota

**THAT the CPL Board approves management to move \$ 15,000 of the 2014 operating surplus to a Digital Media Room reserve and move \$ 25,000 of the 2014 operating surplus to furniture reserve and move all operating surplus monies remaining at the end of 2014 to a book bus reserve.**

**carried**

Item 853      Notice for January 2015 organization meeting – for information

- Review of Board Committees & Appointments
- Review of Strategic plan development schedule for 2015

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**Item 900 In-Camera**

Item 901 Trustee Recruitment Committee Report

Moved In Camera at 7:55 pm – motioned by Trustee McBride

- Management staff and Trustees Hale and Zimmer stepped out during discussion for 2015 Trustee re-appointments and alternate candidates

Moved back to Regular meeting at 8:00 pm

- #80**
- Moved by Trustee McBride
  - Seconded by Trustee Trumley

**THAT the CPL Board recommends to City Council the re-appointment of Trustee Hale and Trustee Zimmer to the CPL Board for another term**

**carried**

Moved in Camera at 8:01 pm

- Discussed alternate Trustee candidates for 2015 CPL Board
- Recruitment Sub-Committee recommendation to the Board for alternates 1 and 2

Moved back to Regular meeting at 8:20 pm

- #81**
- Moved by Trustee Djonlic
  - Seconded by Trustee Trumley

**THAT the CPL Board accepts the Recruitment sub-committee recommendation of the two candidates interviewed for Trustee alternates and advise the Director of the selected Trustee alternate candidates in preference order to send to the City Clerk's office as future recommendations in an event of a vacancy of the Board during 2015**

**carried**

Item 902 Director's Annual Report – for information  
- Received

Moved out of in-camera at 8:15pm

Director advised the Board of HR/Payroll staff resignation effective December 5, 2014

ADJOURNMENT

Motion to adjourn – Trustee Zimmer  
Seconded – Trustee O’Neill  
Meeting was adjourned at 8:25 pm

\_\_\_\_\_  
Todd Gnissios, Director  
Secretary of the Board

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

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

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

Minutes taken by Sandra Haluk,  
Administrative Assistant

THE NEXT REGULAR BOARD MEETING  
6:00 PM

January 28, 2015  
**Board Room**  
**Coquitlam Public Library - Poirier Branch**  
**575 Poirier Street, Coquitlam, BC V3J 6A9**