



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, October 30, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair
Kelly Zimmer, Treasurer
Matt Djonlic, Trustee
Brian McBride, Trustee
Councillor Terry O'Neill, Trustee

Alice Hale, Vice Chair
Erin Adams, Trustee
Sandra Hochstein, Trustee
Naresh Sahota, Trustee

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

Guest Speaker: Chris Miller, Young Adult Librarian (CPL)

Visitors: Ann Carlsen – President, Friends of CPL Society
Mary Beth Folino, Circulation Supervisor - Poirier (CPL)
Allison Hardman, Branch Assistant (CPL) and Member at Large,
CUPE 561

CALLED TO ORDER

Alice Hale, Acting Chair called the meeting to order at 6:03 pm

- #64** - Moved by Trustee Zimmer
- Seconded by Trustee Adams

THAT the meeting be called to order

carried

Item 200 Approval of Agenda

Approval of Agenda

- #65** - Moved by Trustee Trumley
- Seconded by Trustee Adams

THAT the agenda be received

carried

Item 225 Presentation by: Chris Miller, Young Adult Librarian

- Chris presented the Board an overview of programming and services available to young adults (middle school – grade 6-12) at the Coquitlam Public Library. Followed by the presentation, the Board participated in a ‘Question and Answer’ session.

- Chris left the meeting after his presentation at 6:26 pm

Moved forward on the agenda:

- Item 600 Presentation by Ann Carlsen, President of the Friends of CPL -
- Society separate from the Library and has an active Board
 - Main function to fundraise for the Library
 - Approximately \$ 18,000 in the bank account
 - Bridge Tournament raised approx. \$ 1,800
 - Approved \$ 4,570 for the Library to replace Daisy Readers for the visually impaired. A label will be placed on each ‘Reader’ to recognize the ‘Friends’ contribution.
 - 2015 Spring events include: Quiz Night (April) and Book Sale (May)

- Ann left the meeting after her presentation at 6:31 pm

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the September 24, 2014 meeting.

- #66**
- Moved by Trustee Zimmer
 - Seconded by Trustee Djonlic

THAT the minutes of the September 24, 2014 meeting approved.

carried

Item 280 Action Issue Log – received
Role of the Action Issue Log – Direction from the Board to Management Team

- City Centre board room – working through furniture, equipment and sound wrap (ventilation unit) issues

CONSENT AGENDA

Approval of the Consent Agenda

- #67**
- Moved by Trustee Trumley
 - Seconded by Trustee Djonlic

THAT the Consent Agenda be approved

carried

Item 304 Tri-Cities Literacy News for October e-link (Director Gnissios)

- Director asked if Trustees wanted to see more of these types of reports and documents, consensus was add them to the agenda and send out as part of Board package

Item 400 Committee Minutes/reports:

- Item 401 Sub-Committee on PRC Master Plan Submission (Trustee Naresh)
(Sub-Committee: Trustees Hale, Zimmer and Sahota)
- Trustee Naresh reviewed the rationale and recommendations in the submission letter that the Library be considered a separate category in the Master Plan – Library a core service
 - Recommend the Board approve the PRC Master Plan Submission as presented

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

THAT the CPL Board accept the report as presented and submit it to the City's Parks, Recreation and Culture department

carried

- Item 501 InterLINK Report (Trustee Hochstein)
September 2014 InterLINK Board Representative Report by Trustee Hochstein received

- Item 502 BCLTA – no report

- Item 503 City of Coquitlam Arts and Culture Committee Report (Trustee Hale)
- Last meeting of the year – October 23'14 –new committee to be struck in 2015 (City endorsed)
 - Arts, Culture Advisory Committee approved the Arts, Culture & Heritage Strategic Plan and Terms of Reference – document that would fit into the 'Master Plan' and presented at November 3 Council meeting and seeking approval of the Terms of Reference and hiring of a consultant by end of the year
 - Final report to be delivered Oct/Nov 2015
 - Separate group working on Coquitlam 125th Anniversary
 - Evergreen Public art - press release will announce successful art and artists
 - Suitcase Project: a possible display opportunity at the library - former Riverview residents items/artifacts left behind

ACTION ITEM: Contact Raul Allueva at the City to discuss the opportunity for display of artifacts and historical treasures

End of Consent Agenda

- Item 625 Council Report – Written Report by City Councillor appointed Trustee, Terry O'Neill**
City Councillor Trustee's report by City Councillor and appointed Trustee O'Neill received

- Election process underway - City Hall provided both library branches pamphlet/flyer racks for candidates to place their material
- Library Trustees invited to attend 'Kickin' It Country fundraiser November 7

- Rotary Club sponsored Lobsterfest fundraiser November 8 – all proceeds will fund the Coquitlam mobile library
- Strategic Plan Arts, Culture and Heritage - a significant amendment: Review governance and funding models changed to confirmed governance and funding models

#69 - Moved by Trustee O'Neill
 - Seconded by Trustee Djonlic

THAT the CPL Board receive the Council report as presented for information

carried

Item 700 Library Board Director's Report (Director Gnissios)

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

Highlights:

- For those involved with the 'Chamber' the Library will be putting out a survey to the business community – gather information on their needs, how they gather information and what the library can do for them
- Welcome to Coquitlam Event – 450 visitors. Very successful event and handed-out our 'new' library bags
- New Hours – noted significant increase in customers in the 9am to 11am period at City Centre (approx. double the number between 10am to 11am a year ago in September), unable to count hourly increase at Poirier due to gate count being outdated
- 2014 Volunteer Recognition handout to all Trustees
- Attended the Administrators of BC Library Directors – reviewed the 'Libraries Innovate BC's Public Libraries in 2014' document that was later presented to the Minister. The Minister has said there is no intention in reducing or increasing money to public libraries; Asking for two things: Advocacy – Consider public libraries when rolling out new initiatives and help us get to the table

Suggestion: Invite a SD43 Assistant Superintendent to a Board meeting – an opportunity to educate what it is we do – create relationships. Trustee Zimmer offered to attend SD43 Board meetings and report on behalf of the library. Possibly have the Library Board meet with the SD43 Board – joint meeting/gathering to discuss issue and create linkages.

ACTION ITEM: Trustee Zimmer and Director will plan a meeting with Reno Ciolfi, Assistant Superintendent - action tabled until after civic election

- Trustee Zimmer left the meeting at 7:25 pm

Item 704 Financials (Director Gnissios)

Item 704.1 Statement of Financial Activities August 31 and September 30, 2014 - report received

Item 704.2 Financial Position ended August 31 and September 30, 2014 - report received

Item 704.3 Book Bus Expenses as at August 31 and September 30, 2014 report received

Item 704.4 Coquitlam Foundation - CPL Living Legacy Fund to June 30, 2014 – report received

- #70 - moved by Trustee Adams
- seconded by Trustee O'Neill

THAT the CPL Board accepts the financial reports presented

carried

Item 800 Old Business

Item 801 LobsterFest, Rotary Club of Coquitlam (Director Gnissios)
Library Board Information Document received

- Saturday, November 8, 2014
- Table purchased on behalf of the Coquitlam Public Library to represent and show support
- Management Team will be attending event

Item 802 Board Christmas Dinner confirmation (Director Gnissios)
Library Board Information Document received

- Thursday, December 4, 2014 – 5:30 pm at Pasta Polo (Coquitlam)

Item 850 New Business

Item 851 Trustee Recruitment Adhoc Committee (Director Gnissios)
Library Board Decision Document received

- City Clerk's office provided guidance on the recruitment process, City lead process based on Library Act

Create a Trustee Recruitment Committee of 3 people

- #71 - moved by Trustee Djonlic
- seconded by Trustee O'Neill

THAT the CPL Board establish a Trustee Recruitment Committee of 3 people to review applications, interview prospective candidates and consult with other Trustees and then submit the recommendation to the City Clerk's office by November 26

carried

- Trustee Recruitment Committee: Trustee's Sahota, Hochstein, McBride and alternate Djonlic
- Applications will be distributed to the Trustee Recruitment Committee members
- Meeting: Week of November 17 and to include Trustee Trumley and Director Gnissios as advisors
- Submit the recommendation to the City Clerk's office by November 26

- Item 852 Pinetree Way Beautification Project – Director Gniissios
E-links received
- Critical concerns: Skytrain is very close to the City Centre branch as turns up Pinetree Way with a possible sound impact in the library; sidewalk construction will impact City Centre and may increase Poirier traffic
- Item 853 Ministry of Education New Draft Curriculum and Core Competencies (Director Gniissios)
New Draft Curriculum e-link received
Core Competencies e-link received
- Both Provincial and Federal governments have created core competencies and we are aligning those with some of our programming
 - Depending on budget – looking at a products that provide high quality online training that is recognized by associations and organizations (eg: PMP and CHRP)
- Item 854 Source through City IT purchasing IT equipment (Director Gniissios)
Library Board Decision Document received
- Saved up to \$ 100,000 in the 2014 budget, Director would like to use operational savings to implement critical IT upgrades
 - 2015 Budget presentation would reflect the \$ 100,000 implementation in 2014

#72 - moved by Trustee O'Neill
- seconded by Trustee Adams

THAT the CPL Board direct Library management to work through the City to source on a one time basis a 2014 IT equipment purchase to a maximum of \$ 100,000

carried

- Item 855 New Council Orientation to Library & Library Board (Director Gniissios)
Library Information Document received
- Tabled to next meeting

ACTION ITEM: Add Advocacy Committee to January meeting

In addition to the Agenda

The November Artwork display at both branches was approved as presented

- Item 856 Long Service Awards 2014, City of Coquitlam (Director Gniissios)
Library Information Document received
- Meeting is scheduled on November Board meeting date
 - At least 2 board members and Director are not able to attend meeting
 - Board asked for meeting to be changed

ACTION ITEM: Director to send a Board survey request to determine November Board meeting

Item 900 In-Camera

8:02 pm – 8:08 pm, donor discussion

ADJOURNMENT

Motion to adjourn – Trustee Trumley
Seconded – Trustee O’Neill
Meeting was adjourned at 8:09 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

November 27, 2014
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9