



**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, February 26, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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

Also Present: Todd Gnissios, Director  
Sandra Haluk - Administrative Assistant

Absent: Alice Hale, Vice Chair  
Erin Adams, Trustee  
Silvana Harwood, Deputy Director

### **CALLED TO ORDER**

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

Item 51 Introduction of new Trustee

Welcome our 'new' Board Trustee, Matt Djonlic. Round table introductions by all Trustees and the Administrative support team.

### **Item 200 Approval of Agenda**

Approval of Agenda

**#13** - Moved by Councillor Terry O'Neill  
- Seconded by Kelly Zimmer

**THAT the agenda be received**

**carried**

## **APPROVAL OF MINUTES**

Item 275 Approval of the Minutes of the January 22, 2014 meeting.

- #14** - Moved by Kelly Zimmer  
- Seconded by Naresh Sahota

Item 280 Action Issue Log – received

- Laydown – Insurance discussed further in Director’s report
- City Centre Board Room table & chairs – in progress
- Conference Phone – currently one at Poirier and looking at acquiring a second one for City Centre.

## **CONSENT AGENDA**

Item 301 Approval of the Consent Agenda

- #15** - Moved by Kelly Zimmer  
- Seconded by Sandra Hochstein

**THAT the Consent Agenda be approved**

**carried**

## **Item 500 Other Meeting and Representative Reports**

Item 501 InterLINK (Trustee Hochstein)

Provided a written report to the Board and a verbal overview of the highlights presented:

*Election for new executives*

*Direct Patron Requests* - Outlook website (resource sharing software on line for 15 years) has many features that are currently not being utilized. Consultant was brought in to look at optimizing the features of the software. Upgrade would allow cost savings for member libraries and better patron experience.

Discussions regarding implementation of a Canadian server – information will be provided at the AAG March meeting

*InterLINK Staff Development Plan*: LFAP (Leading From Any Position) training sessions; CPL staff attended with mixed comments

*World Language Collection Development Project*: ILL co-coordinated - assist with purchasing and cataloguing foreign language materials, including French.

*New to BC*: Program expires in March 2014 impacted by several Federal government changes - moving from province transfer payments to be funded directly from Citizenship and Immigration Canada; initial approval stage for 2014-2016 passed. All provincial funded committees for these types of initiatives will be undergoing the same process.

***ACTION ITEM: Trustee Hochstein has requested the Director to send along ‘roundtable’ items discussed at the Library Director’s InterLINK meeting***

Item 502 BCLTA (newsletter distributed via email) - received

Item 503 City of Coquitlam Arts and Culture Committee Report (City Councillor appointed

Trustee O'Neill)

Preliminary meeting held - introduction of members and mapping out work to be done for the year. Main item on the agenda was the continuing involvement in planning for the City's 125 year anniversary – 3 members of the committee and 2 counsellors will be assigned to the task

Approval of entire Consent Agenda

- #16 - Moved by Naresh Sahota
- Seconded by Sandra Hochstein

**THAT the entire Consent Agenda be approved**

**carried**

**Item 600 Friends of CPL – Jamie McCarthy**

Written report received

In addition to written report:

Quiz Night Event - The Director reported that our current insurance does not cover the event and the 'Friends' should get separate liability coverage.

The Kinsmen Club of Coquitlam has generously offered to provide people to serve alcohol at the event and attain the necessary license and 'Serving It Right' at no cost to the 'Friends'.

Tickets to the event are now available and can be purchased from Sandra in administration - posters also available.

***ACTION ITEM: Electronic Version of Quiz Night posters be sent to City Hall***

Item 601 Request for Quiz Night prize from CPL Board

The Director presented a Library Board Decision Document outlining a request from the 'Friends' to support the Quiz Night event with a prize. Last year the Board supplied a tablet. Two options were presented to the Board: Samsung GALAXY tablets

- #17 - Moved by Councillor Terry O'Neill
- Seconded by Kelly Zimmer

**THAT the Library Board approve a sum not to exceed \$350, and that Administration purchase a tablet, and to provide the tablet for a prize for the Friends Quiz Night event**

**carried**

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

1. Councillor O'Neill's suggestion regarding revisions to the way civic elections held had strong support. Council supported passive distribution of election pamphlets be allowed in selected civic facilities – this is expected to pass. Four (4) year term in office was announced.

Director commented that civic literacy is important to libraries and the CPL will be actively involved in getting the messages to the community. All confirmed candidates will be contacted and asked for their information (will investigate creating a web information portal) - get out as much information as possible at both locations.

2. Citizen Vote initiative – this would see citizens being able to engage an on-line (interactive) service to give budget feedback – supported by Council's Standing Finance

Committee. Langley Township (recently) and cities back-east have done this and it has shown improved citizen engagement/participation. Will continue to conduct annual IPSOS Reid survey that looks very closely at satisfaction rates and issues.

3. Feb 24 - Council voted unanimously the appointment of Matt Djonlic, Trustee to the Library Board.

**Item 700 Library Board Director's Report – Todd Gnissios**

Written report received.

In addition to written report:

On behalf of the Coquitlam Public Library 6 tickets were purchased for Board members to support the 'Coquitlam Foundation' fundraiser on March 6, 2014 – all 6 tickets were distributed.

Director will send out an email to all 'new' trustees to attend a 'Board Trustee Orientation'.

Working with CULC to implement the new Centre for Equitable Library Access (CELA) to replace CNIB library services to the visually impaired. We will be advertising in the Seniors Directory and will be accessible April 1, 2014. Approximately 10-20% of each communities residents will have a visual impairment at some point in their lives.

Installed improved Wi-Fi capability at Poirier and new capability at City Centre branch – improved service has been generating positive comments.

Met with the City to review and plan implementation of the City's new CMS (Contact Management System) – expect a major change to our website in the very near future.

Professional Development Day – June 6, 2014 at City Centre Branch. Speaker Brenda Robinson will be on site and conduct two same sessions, morning and afternoon. The Director will also be presenting to the staff a session on the strategic plan and action plan which was previously rolled out to management staff. All board members are invited to attend. Both branches will remain open.

Reviewing all vacant positions and looking at re-allocating staff across branches.

Small amount of money from capital budget remaining to cover City Centre branch issues that need to be looked at. Will be asking the City Facilities group to cost a list of deficiencies/library needs – the Board may be asked for re-allocation to improve the facility if capital budget doesn't cover costs.

Education Ministry has reorganized – New mission vision primarily focused on young children. Previously called Libraries and Literacy is now called Libraries Branch (dropped literacy). Half of Libraries Branch staff re-assigned. We get a lot of services, most of which is flow-through – they fund the BC Libraries Co-operative where we purchase a lot of our consortia magazines and on-line magazine subscriptions.

Query from Trustee O'Neill on a painting of Norman Bethune in the Teen area and the absence of identifying/explaining the work of art. Per a previous Board motion all artwork is to be approved by the Board.

Director responded that this particular piece of artwork is temporary (approx. one month) and by a local artist to replace one he needed for an exhibit. The Director will investigate the previous motion.

Chair Trumley asked the Director to discuss the Director's Goal's follow-up.

Director updated the Board on how this is being moved forward - met with Senior Administration to review Strategic Plan, Director's PMP and team plans, created a 27 item action plan for 2014 that will be worked on by cross disciplinary teams of staff. The action plan and a review of the Strategic Plan was rolled out to the library supervisory staff where it was very well received.

Item 701      2013 CPL Statistics - report received and reviewed by the Director

Highlight: CPL management will be seeking ways to identify why circulation is dropping while all other measures are increasing - visits increased over 30%, computer use up 80%, CPL homepage visits up 41%, new memberships up 20.5%, number of active members up 20%, holds increased 63% and overall programming/attendance increased. It was suggested that we also compare ourselves to other libraries and look for patterns.

Item 702      City of Coquitlam Performance Report - report received

Item 703      Federal Budget: Building Canada Plan backgrounder - report received

Provided for information, an opportunity to consider for funding a new facility or mobile library to serve the growth areas of the city.

A major civic infrastructure that is moving forward and currently underway in the Burke Mountain area is a Fire Hall and community meeting room. This may be an opportunity to share or utilize space in this facility.

#### **Item 704      Financials**

Item 704.1      Statement of Financial Activities ended January 31, 2014 - report received and reviewed by the Director and responded to questions.  
Corrections to the 'Monthly Budget \$(yr budget / 12)' column for next months statement.

Item 704.2      'Draft' Financial Position ended January 31, 2014 - report received and reviewed by Director.  
In draft form until the audited financial statements are approved and final adjustments to December 31, 2013 are completed.

Item 704.3      Book Bus Expenses as at January 31, 2014 report received and reviewed by Director.  
Book Bus expenses separated to show monthly operating costs.

Item 704.4      Coquitlam Public Library Living Legacy Fund as at June 30, 2013 report received and reviewed by Director.

Endowment fund was transferred to the Coquitlam Foundation in 2011 - this report shows the current amount and the accessible interest. Recommendations were made in Director's report to be taken back to the Board's Policy committee for review. Chair deferred action - currently receiving a good rate of return and no urgency at this time to make any decisions.

#### **Item 800      Old Business**

Item 801      2014 Board Committees Appointments

Item 801.1      Appointment of Friends Representative  
- Matt Djonlic, Trustee appointed

Item 801.2 Appointment of Alternate to InterLINK  
- Matt Djonlic, Trustee appointed

Item 801.3 Board Manual: revised Committees sheet and contacts, committee emails - received.  
Director noted that emails have been created for each committee to allow for easy communication. Email committee name will broadcast to all committee members and Director.

***ACTION ITEM: Electronic version of the revised Committee sheet and contacts will be emailed to the Board***

Item 802 Board Manual: Meeting Schedule 2014, review of dates  
Following Board Meetings moved as follows:  
March 26 to April 9  
April 23 to April 30  
May 28 to June 4

***ACTION ITEM: Electronic version of the revised Board meeting schedule will be emailed to the Board***

**Item 850 New Business**

Item 851 2013 Audit Report - approve the 2013 CPL Financial Statements - presented by Trustees Zimmer and McBride

Clean audit with two directives from the Audit Committee to the Director as follows:

1. Add amortization in to the budget in 2015
2. Calculate capital lease amounts by our accountant

CPL Board Audit Committee recommends that the Library Board approve the 2013 Financial Statements as presented

**#18** - Moved by Kelly Zimmer  
- Seconded by Jack Trumley

**THAT the Library Board approve the KPMG Financial Statements of the Coquitlam Public Library year ended December 31, 2013 as presented.**

**carried**

Item 852 Approval of KPMG as auditors for 2014 year

**#19** - Moved by Kelly Zimmer  
- Seconded by Jack Trumley

**THAT the Library Board appoint KPMG as auditors for 2014 per CPL Board Policy, Finances.**

**carried**

Item 853 BC Library Association Conference in Vancouver - report received (Director)

In the past the BCLTA meet together at the BCLA conference, however this year BCLTA has chosen to join the CLA conference in Victoria - after discussions with the Chair it is recommended that we send no trustees to BCLA and put our funds towards sending trustees to the BCLTA/CLA conference. All agreed.

Item 854 Canadian Library Association & BCLTA Conference in Victoria - report received (Director)

Number of Trustees to send and approval of registration and reimbursement

- #20 - Moved by Jack Trumley
- Seconded by Kelly Zimmer

**THAT the Library Board approve the Director to book up to three spots for the BCLTA/CLA conference and all expenses covered.**

**carried**

Confirmed board members attending: Chair Trumley and Trustee Hochstein

***ACTION ITEM: Sandra will register attendees to the conference and book hotel accommodations.***

In addition the Director will arrange for those interested in only attending the TOP's training to attend a local venue.

Item 855 Child Card Contest – top three to be selected with winning design to be used for child's library card.  
Winning entry 120A 'My Library Opens Up My World'

Item 856 For Information: Public Meeting Rooms online acceptance of liability  
Report and copy of revised document received  
Policy was amended to allow on-line acceptance of the 'Room Booking' Terms and Conditions - required signature was removed. No concerns - all agreed to the change

Item 857 Insurance Review  
Report received

Insurance is up for renewal March 1, 2014. The Director recommends the Board approve: 1. adding Director's Liability insurance at \$1,000,000 dollars for an estimate of \$1,000/annum (options: 2m is 1500 and 5m is 2500); 2. Increase extra expense to \$500k for \$300; 3. Equipment Breakdown: defer to 2015; 4. Network Security: continue to investigate and provide authorization to Director to add if in his opinion it is required; 5. Business Interruption: continue to investigate and provide authorization to Director to add if in his opinion it is required; 6. Sexual Misconduct: Provide authorization to Director to implement this stand-alone policy as soon as possible.

- #21 - Moved by Terry O'Neill
- Seconded by Kelly Zimmer

**THAT the Library Board approve the Director to increase the insurance budget up to and not to exceed \$5,000 for additional insurance coverage**

**carried**

**Item 900 In- Camera Items**

Item 901 Approval of In-Camera Minutes of January 22, 2014

- #22 - Moved by Kelly Zimmer

- Seconded by Terry O'Neill

**THAT the Library Board approve the In-Camera minutes of January 22, 2014**

**carried**

**ADJOURNMENT**

Motion to adjourn – Jack Trumley  
Meeting was adjourned at 8:05 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**

**WEDNESDAY, APRIL 9, 2014  
Board Room  
Coquitlam Public Library - Poirier Branch  
575 Poirier Street, Coquitlam, BC V3J 6A9**