



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 25, 2014, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair
Erin Adams, Trustee
Brian McBride, Trustee
Sandra Hochstein, Trustee
Alice Hale, Vice Chair
Matt Djonlic, Trustee
Naresh Sahota, Trustee

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

Absent: Kelly Zimmer, Treasurer
Councillor Terry O'Neill, Trustee

Visitor: John Park, CPL Library Technician

CALLED TO ORDER

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

Item 200 Approval of Agenda

Approval of Agenda

- #45** - Moved by Trustee Adams
- Seconded by Trustee Hale

THAT the agenda be received

carried

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the June 4, 2014 meeting.

- #46** - Moved by Trustee Adams
- Seconded by Trustee Sahota

THAT the minutes of the June 4, 2014 meeting approved.

carried

Item 280 Action Issue Log – received

Updates:

Item #2; Parks, Recreation & Culture Master Plan – consultation in process

Item #6; CC Board Room Table/Chairs – revision finalized, hope to be complete for September Board meeting

Item #20; Evergreen Line Construction Issues – vibration and pile driving near City Centre branch complete

CONSENT AGENDA

Item 301 Approval of the Consent Agenda

- #47** - Moved by Trustee McBride
- Seconded by Trustee Hale

THAT the Consent Agenda be approved

carried

Item 350 Staff Letter of Congratulations to Teresa Rehman, Community Services Librarian

The Board recognized her for her presentation at CLA.

Item 500 Other Meeting and Representative Reports

Item 501 InterLINK (Trustee Hochstein) – next meeting in September

Item 502 BCLTA (Chair Trumley) – no report

Item 503 City of Coquitlam Arts and Culture Committee Report (Trustee Hale)

Trustee Hale participated in a Walking Culture Tour of the Coquitlam City Centre area on June 12, 2014 and visited many points of interest including the City Centre branch. An outcome of tour is the recreation managers are looking at posting self-guided walking tours on the website for anyone interested – allow you to evaluate the facilities and see what they have to offer. Further discussion at next meeting in August.

End of Consent Agenda

Item 600 Friends of CPL – Written Report by Jamie McCarthy, President

In addition to written report received Trustee Djonlic reported:

Book sale was successful, however slightly lower sales due to lack of vinyl's and DVD's.

Quiz Night – 'Friends' will re-assess the serving of alcohol at next year's event – cost, beverages

Bridge Tournament, September 14th – event planning is underway.

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

Highlights:

Draft Master Plan for the Parks, Recreation and Culture Services – Council approved on June 16th. One section focuses on learning and literacy. Councillor O'Neill introduced the Library Director to two of the PRC senior managers at the City Council meeting – further meetings scheduled to elaborate on the process, vision and potential outcomes.

Construction pile-driving vibrations – The City was informed of the adverse impact of vibrations caused by the ‘Evergreen’ construction pile driving at the City Centre branch and this led to the City and Library staff meeting.

Wireless communications facilities – June 23rd Council approved Rogers Communications to install three wireless communications facilities and supporting equipment and screening on the roof top of Poirier Sport & Leisure Complex – enhance wireless coverage

Little Library, located in Mundy Park – Councillor O’Neill and Mayor Stewart attended the official opening of the project coordinated by the Childgarden Preschool in Coquitlam. The library in a box is stocked with several dozen children’s books.

Item 700 Library Board Director’s Report – Director Gniissios

Item 701 Written report received.

In addition to written report:

- Director authorized free space to SD43 to conduct essential service student assessments.
- Parks, Recreation and Culture Master Plan presentation followed by a Q & A session is planned for September Board meeting, the City PRC is looking for the Board’s input into the next stages of the master plan. Hard copies are now available in the library and we will be providing links off our website
- Canada Day event at Towns Centre Park (Noon – 8:00 pm) – Deputy Director, staff and Teen group volunteers will attend event and market the library, offer story times, face painting and present the 3D Printer.
- Civic Election 2014 – the library has ordered several copies of ‘how to’ election books through Municipal World magazine.
- Tricelerate Group – TriCities organizing group and Coquitlam Economic Development discussing how the Library can be involved in business support and incubator start-up. They are considering putting together a proposal to have the incubator in the library and includes bringing in significant resources to purchase equipment for the Digital Media room. 3D Printer Demonstration presented by Rick Barker (CPL Staff) – June 21st, 1:00 – 4:00 pm at City Centre branch – very successful event and over 220 people attended.
- Director met with the Coquitlam Cultural Executive Directors to discuss collaboration, funding and City’s Master Plan – discuss next steps and the need to improve communication with City operations and need to get on top of Master Plan and the impact.
- City Centre branch security – met with RCMP bike patrol to review options to increase security at City Centre parking. Since the meeting we have had RCMP on site at City Centre to deal with several illegal activities. We are looking at creating monitoring systems.

Item 704 Financials

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

Action Item: Drop second column (Monthly Budget \$/yr budget / 12) - administration

Action Item: Add a new column (Year to Monthly Date Percentage / months) - administration

Action Item: Amend column three (YTD of Budget \$ monthly x actual month) – administration

We received approximately \$10,00 more than expected from the Province of BC grant. Expect the same amount next year.

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

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

Item 800 Old Business

Item 801 Standing Item: Art Work Display Images – Director Gnissios

Art Work Display Images: Board viewed art work for display case cabinets at both branches

- #48 - Moved by Trustee Hale
- Seconded by Trustee Adams

THAT the CPL Board approve the artwork presented.

carried

Item 801.1 Board Art Review Policy – Director Gnissios

The Director received no further comments from previous board meeting and re-issued the Library Board Public Art Review Policy and included the Application for Exhibit in Display Case requiring Exhibitors signature and the CPL acceptable exhibition policy statement. After further discussion the following motion was made:

- #49 - Moved by Trustee Hochstein
- Seconded by Trustee McBride

THAT the Public Art Review Policy be amended to include in References the Canadian Library Association Position Statement on Intellectual Freedom

carried

- #50 - Moved by Trustee Djonlic
- Seconded by Trustee Hochstein

THAT the CPL Board approve and include amendment in References the Canadian Library Association Position Statement on Intellectual Freedom to the Public Art Review Policy

carried

Item 802 Draft Budget 2015 – Director Gnissios

Director gave an overview of the 'draft' 2015 budget and welcomed comments/feedback from the Board. The Board engaged in discussion and provided direction to Management. Budget meeting with Administration and Board scheduled for August 20th, 2014 to review prepared budget proposed for City Finance.

Item 803 Book bus Service report – Director Gnissios

Board reviewed and discussed report prepared by Director Gnissios prepared document – 'Book Bus Service. Board reviewed and discussed options presented. Would like to see the book bus service increase and used effectively – improvement on the current service, attend events and promote the library. The Board motioned for option 1.

- #51 - Moved by Trustee Adams
- Seconded by Trustee Hochstein

THAT the CPL Board authorize the Director to maintain existing book bus service; to seek a replacement for the destroyed book bus; to begin book bus service

transformation as outlined in the report; and to do so within current budget and fundraising abilities. (cost approximately \$ 80,000)

carried

Item 850 New Business

Item 851 BCTF Pamphlets for display – Director Gnissios

The Board reviewed BCTF pamphlets and unanimously agreed not to vary board policy and will not allow their distribution in the library.

ADJOURNMENT

Motion to adjourn – Trustee Hochstein
Meeting was adjourned at 8:40 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, SEPTEMBER 24, 2014
Board Room
Coquitlam Public Library - Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9