

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the January 28, 2015 meeting

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

THAT the minutes of the January 28, 2015 meeting be approved

carried

Item 280 Action Issue Log 2015 – received
Overview

- Reviewed current insurance company – no increase in the 2015/2016 dues, will continue with existing broker.
- InterLINK patron initiated requests – provided the Board a report in this package
- ECC Art Wall partnership – in process of arranging a meeting with the Executive Director and Chair

CONSENT AGENDA

Item 275 Approval of the Consent Agenda

- #10** - Moved by Trustee Hale
- Seconded by Trustee Zimmer

THAT the consent agenda be received

carried

- BCLTA Bulletin (forwarded as email). 2015 BCLTA conference: Relationships in Governance; Finding Common Ground - May 22 & 23 at the Richmond Public Library and Sheraton Hotel in Richmond - reviewed conference. Several Trustees interested in attending.

Item 401 Audit Committee Report - Treasurer McBride reviewed 2014 audit

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

THAT the CPL Audit Committee recommend the CPL Board accept the financial statements as presented by KPMG fiscal year ended December 31, 2014

carried

Item 501 InterLINK - Trustee Hochstein
Roundtable Highlights:

- Port Moody Library - Pop-up libraries - digital centres throughout the community; hosting SFU's Philosophers Cafe; sold-out 'Introduction to Micro-breweries' session
- Surrey Public Library - hired two full-time fundraisers
- North Vancouver City - considering removing the Dewey Decimal system and organizing the library by category
- Sechelt Library - bottom book shelves are sloped and spines face upwards to see the call numbers easier

Item 503 City of Coquitlam Arts & Culture Committee - Trustee Hale
- no meeting to date

End of Consent Agenda

Item 600 Friends of CPL – Oral Report by Trustee, Djonlic

- Book Sale - June 13, 2015
- Plans to send Council a 'letter of support' for CPL budget requests
- April meeting - review mission statement and set clear goals
- Quiz Night – April 10, 2015

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

THAT the CPL Board purchase a table and attend the annual 2015 Quiz Night

carried

Item 625 Council Report – no report

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

- received
- Highlights:
- Meeting with Boston Pizza to discuss possible partnership - children's programs
 - Working with the Thai Consulate on a Thai event at the City Centre branch
 - Completed review of library charges - modified parameters to ensure 95% of users will be able to use the self service without problems
 - Met with supplier to discuss options for a new release DVD program to take the place of the withdrawal of the 'Redbox' rentals - 'Redbox' pulling out of Canada
 - Hired new 'Manager Community Services' - April 6th start date. She will be stationed out of the City Centre branch - supervising information services and external focus - working in the community
 - Received initial \$10,000 donation from Rotary Club of Coquitlam for Mobile Library - additional funds expected.
 - Book Bus update - used Book Bus secured; cheque will be delivered (in person) and documents signed; Importer will deal with both US and Canada Customs and deliver it to a company where it will be brought up to Canadian code - expect Book Bus to be in operation mid/late April

Quarterly Statistics Snapshot activity compared to 2013:

- 6% drop in circulation - following an industry wide trend
- 9% increase in visits - both branches
- very small drop in book bus use considering limited service
- 8% increase in programming attendees

Item 704 Financials (Director Gnissios)

Item 704.1 Statement of Financial Activities ended December 31, 2014 (pre-audit) - report received and reviewed.

Item 704.2 Financial Position ended December 31, 2014 (pre-audit) - report received and reviewed

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

ACTION ITEM: Adjusting journal entries to be completed per the approved KPMG audited financials

ITEMS FOR DISCUSSION AND/OR DECISION

Item 800 Old Business

Item 801 2015 Board Committees and Appointments - report received

Item 802 2015 Meeting Schedule and known events - report received
- Board meetings will alternate between branches
- Trustee Hochstein sent her regrets for March and April meetings

Item 803 InterLINK Patron Initiated Requests report - report received
- InterLINK goal of a patron initiated ILL - Direct Patron Requests (DPR) - share services and data base all libraries use to search
- Move the information to Canada by purchasing a server and moving the information from US - update the software, compliance with Provincial legislation, empowering patrons, and cost savings
- Expected to be available May 2015

Item 850 New Business

Item 851 Tricelerate Library Innovation Partnership - proposal presented by Director Gnissios

A private not-for-profit start-up association that is working to develop a business incubator in the Tri-Cities Area - create a partnership with the library. Entrepreneurs on residence in the Digital Media room (*re-name 'Innovation HUB'*) and open to the public. To be reviewed annually in March. Initial cost to refurbish room - \$2,000

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

THAT the CPL Board approve a formal partnership in principal with the special arrangements outlined in the Tricelerate Library Innovation Partnership proposal and Director to negotiate details.

carried

Item 852 2014 Audited Financials - approved in consent agenda Item #401, Motion #11

Item 853 Board Audit Committee Terms of Reference - Director Gnissios
Sets the parameters and instructs committee members on their responsibilities

#14 - Moved by Trustee Hale
- Seconded by Trustee Zimmer

THAT the CPL Board approve the Board's Audit Committee Terms of Reference

carried

Item 900 In-Camera
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ADJOURNMENT

Regular Board Meeting adjourned at 8:00 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

March 25, 2015
Board Room
Coquitlam Public Library – City Centre Branch
1169 Pinetree Way, Coquitlam, BC V3B 0Y1