



**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, May 27, 2015, in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Jack Trumley, Chair  
Erin Adams – Trustee  
Naresh Sahota, Trustee  
Alice Hale, Vice Chair (via teleconference)

Brian McBride, Treasurer  
Matt Djonlic, Trustee  
Kelly Zimmer, Trustee (arrived at 6:20 pm)

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

Regrets: Councillor Asmundson

Observers: Anthea Goffe, CPL - Manager Community Services  
Brenda Meade Husain, CPL – Manager Member Services

Guest Speaker: Janice Williams, Librarian – ISS & Citizenship

CALLED TO ORDER

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

Item 75 (6:00 pm – 6:20 pm) Janice Williams, Librarian gave a presentation on ISS & Citizenship program

Item 200 Approval of Agenda

Approval of Agenda

**#28** - Moved by Trustee Adams  
- Seconded by Trustee Djonlic

**THAT the agenda be received**

**carried**

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the April 22, 2015 meeting

**#29** - Moved by Trustee McBride  
- Seconded by Trustee Djonlic

**THAT the minutes of the April 22, 2015 meeting be approved**

**carried**

- Item 280 Action Issue Log 2015 – received  
Updates:
- ECC Art Wall Agreement – following up. Also exploring agreement with Place Des Arts – local artwork/artists curated by Place Des Arts

## CONSENT AGENDA

### **Approval of the Consent Agenda**

Approve Consent Agenda

- #30** - Moved by Trustee Zimmer  
- Seconded by Trustee Hochstein

**THAT the consent agenda be received**

**carried**

### **Item 300 Documents & Reports**

- Item 301 City Facility Allocation Policy Update - received  
Item 302 Minutes 125 Anniversary Task Force, April 1'15 – received  
Item 303 Coquitlam Public Library, Korean Newspaper Article – received  
Item 304 Tri-Cities Local Immigration Partnership Research Report - received

### **Item 304 Publications/Newsletters**

- Item 305 LINK: *Article: Do We Need Libraries by Steve Denning*  
Item 306 LINK: *Snapd picture page, Friends Quiz Night*

### **Item 400 Committee Minutes/Reports**

- Item 405 Planning & Development Committee – received  
Item 406 Advocacy Committee - received

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

- Item 501 InterLINK – Trustee Djonlic  
Overview:  
- Governance workshop review outcome - Draft Governance Policy to share with other library boards  
- Draft Strategic Plan will be created in the fall and tie in with the Governance Policy  
- Provincial Library Grants Report (InterLINK) - draft version received
- Item 502 BCLTA – Chair Trumley  
- Trustee Hale attended the TOP's training at BCLTA (Friday session) – highly recommend Trustees who have not yet attended to do so. Sharing information among other libraries across the province - valuable

- Chair Trumley and Trustee Sahota attended BCLTA (Saturday session) and gave an overview of a presentation by Rod Allen, Superintendent of Learning for the Ministry of Education
- 6 new members on the BCLTA Board and position for Executive Director is still vacant
- motion was put forth and passed to explore the possibility of trustees who have completed 8 years to sit as advisors for BCLTA

- Item 503      City of Coquitlam Arts & Culture Committee Report – Trustee Hale
- May 14<sup>th</sup> meeting – Congratulations from the City to CPL staff for a very successful Mental Health Week – very interested in doing it again next year
  - City hired a new Cultural Services Manager
  - Master plan development continues – key findings presented to Council on June 15<sup>th</sup> and discussion available on-line

End of Consent Agenda

**Item 600      Friends of CPL**

- \$ 500 ESL Tour Grant approved
- Book sale – June 10<sup>th</sup>
- Bridge Tournament – TBD
- Strategic planning – working on it through the summer and tentatively planned to be available in the fall (Oct/Nov)
- ‘Friends’ agreed to work together/cooperation with the Board

**Item 700      Library Board Director’s Report (Director Gnissios)**

Item 701      Director’s Report - received

Highlights:

- Administration attended a neighbourhood Security Meeting and discussed community issues
- Mental Health training by CMHA for over 34 staff – received positive response
- Looking at launching the Book Bus on July 1<sup>st</sup>, 2015 – Canada Day event
- Sal Kiridena, Book Bus Driver was nominated for a Tri-Cities Early Childhood Development Committee individual award
- New H/R person has been hired and is currently working part time – will begin full time on June 16<sup>th</sup>
- Received information on how to improve both ventilation and sound at CC – going to City for funding support

Item 704      Financials (Director Gnissios)

Item 704.1      Statement of Financial Activities as at April 30, 2015 – received and reviewed

Item 704.2      Financial Position as at April 30, 2015 – received and reviewed

Item 704.3      Statement on Book Bus as at April 30, 2015 – received and reviewed

**ITEMS FOR DISCUSSION AND/OR DECISION**

**Item 800      Old Business**

- Item 801 Planning and Development Committee Standing Report (verbal) – Director
- Approximately \$ 27,000 for initial analysis survey conducted by Environics (includes 4 additional languages spoken in the community) – draft questions for review expected by weeks end and will be conducted by the working group. Final questions will be sent to committee for review and upon completion survey will be available in 2-3 weeks – statistically valid survey
  - In-house survey for patrons using the library - non-statistically valid survey

Trustee Adams left meeting at 7:35 pm

**Item 850 New Business**

- Item 851 Tri-Cities Early Childhood Development Community Accord reaffirmation – Director
- Reaffirmed the Library’s commitment for 2015

- #31**
- Moved by Trustee McBride
  - Seconded by Trustee Sahota

**THAT the CPL Board accept the Tri-Cities Early Childhood Development Community Accord reaffirmation as presented in the report**

**carried**

- Item 852 2014 Statement of Financial Position (SOFI) Report – Director
- Document is sent to the Ministry of Finance – a requirement for funding

- #32**
- Moved by Trustee Zimmer
  - Seconded by Trustee Djonlic

**THAT the CPL Board accept the SOFI report as presented**

**carried**

- Item 853 Public Libraries Branch – Grants Priorities & Expectations Letter - Director
- Copy of letter received and reviewed for information only

- Item 854 2016 Budget Priorities – pre-budget development discussion - Director
- Director presented an overview of the 2016 budget planning process and discussed long term budget plans

***ACTION ITEM: Send draft 2016 budget to Board prior to next Board meeting – send out separate (asap)***

- Item 855 Kindlers Society request for support - Director
- Proposal – over a six month period, the library allows Teen Council and Kindlers Society to select 25 books per month (from sale table). The Kindlers Society will send books overseas to help build school library collections in places such as Africa and Vietnam

- #33**
- Moved by Trustee Zimmer
  - Seconded by Trustee Djonlic

**THAT the CPL Board approve the proposal as presented**

**carried**

ADJOURNMENT

Motion to adjourn – Trustee Hochstein  
Regular Board Meeting adjourned at 7:47 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

June 24, 2015  
**Board Room**  
**Coquitlam Public Library – Poirier Branch**  
**575 Poirier Street, Coquitlam, BC V3J 6A9**