



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, March 25, 2015, in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Jack Trumley, Chair Alice Hale, Vice Chair
 Brian McBride, Treasurer Erin Adams . Trustee
 Kelly Zimmer, Trustee Matt Djonlic, Trustee
 Naresh Sahota, Trustee Councillor Asmundson

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

Regrets: Sandra Hochstein, Trustee

CALLED TO ORDER

Jack Trumley, Chair called the meeting to order at 6:05 pm

Item 200 Approval of Agenda

Approval of Agenda

- #15** - Moved by Councillor Asmundson
- Seconded by Trustee Hale

THAT the agenda be received

carried

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the February 25, 2015 meeting

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

THAT the minutes of the February 25, 2015 meeting be approved with the amended motion #12 seconded by Trustee Djonlic

carried

- Item 280 Action Issue Log 2015 . received
Updates:
- Insurance approved and includes D & O Liability - completed
 - Line of Credit will not be required . completed
 - ECC Art Wall Agreement . discussions initiated, meeting to be scheduled
 - Quiz Night Board prize . in progress

CONSENT AGENDA

Item 300 Approval of the Consent Agenda

Approve Consent Agenda

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

THAT the consent agenda be received

carried

- Item 301 Minutes-125th Anniversary Committee, March 4, 2015 . received
- Item 302 Final-Draft-PRC-Master-Plan-Report to Council, March 23,2015 . received
- Item 303 TriCities Literacy News, March 2015 . received
- Item 304 Letter from Centre for Equitable Access to Province of BC requesting funding . received
- Item 305 RoperGreyell, Information Update March 2015 . received
- Item 401 Audit Committee Minutes, February 23, 2015 - received
- Item 501 InterLINK . Board Meeting Summary February 24, 2015 - received
- Item 502 BCLTA . Chair Trumley
- BCLTA 2015 conference . Relationships in Governance: Finding Common Groundq. May 20-22, 2015
Attendees; Trustee Hale (Friday), Chair Trumley and Trustee Sahota (Saturday)
 - Call for nominations (email) - received

Item 503 reported following Item 704

End of Consent Agenda

- Item 600 Friends of CPL – Oral Report by Trustee, Djonlic**
- Approved \$ 3,000 donation for the Book Bus
 - Quiz Night . approximately 10 tables sold to date; Master of Ceremony: Fin Donnelly; CPL Board assistance welcomed

Item 625 Council Report – Councillor Asmundson

- Budget . 4th and final passed and completed; Equipment & Technology, Regular CPI and Union increase approved
- Council did not approve the Collection funds or Book Bus . remainder of funds is up to the library to allocate.
- As part of budget deliberations, proposed a strategic directions discussion at Council to provide Council's vision of the Library; followed by a joint Board/City Council meeting to discuss as part of Library's strategic planning.

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

Item 701 Director's Report - received

Highlights:

- Suitcase Project: Mental Health Week . May 4 . 8, 2015
- Thai Event . May 12th, 2015 unveiling display event. Invitations to Board, City Council and Mayor with the Consul-General . more information to follow as event is finalized
- Implemented the Dr. Lee Chinese collection (partnership with Richmond Public Library) . donated items will grow over the next few months
- Overdrive (e-book supplier) . CPL effective later this year will lose access to the legacy consortia collection. We have purchased 3M (e-book license) to complement our current Overdrive e-book offering
- Lincoln Avenue being redeveloped as part of the Evergreen Line construction . limited access to parking through mid-April.
- IT systems growing failures . IT has been authorized to move forward; installing server racks, testing servers and pending discussions/support with City IT (software install); tentatively transitioning to new system mid summer

Item 704 Financials (Director Gniissios)

Arising from audit committee meeting discussion: Currently we have a 1.1% term deposit on money that we cannot spend due to accounting requirements but we must have access to, maturing end of the month - would like to explore ways to earn more. Option to discuss investment opportunities with TD Financial . TG meet with TD and present options to the Board (guaranteed investment . secure principle and risk on interest only).

ACTION ITEM: Recommendation: Check with Coquitlam Foundation investors – Jack to provide contacts

Book Bus Update: Project Team will evaluate where it will go, equipment on-board and staffing needs. Report will be prepared for May meeting and to include operational costs.

Item 704.1 Statement of Financial Activities ended January 31, 2015 (Preliminary) - report received and reviewed.

Item 704.2 Financial Position ended January 31, 2015 - report received and reviewed

Item 705 Coquitlam Public Library Living Legacy Fund to December 31, 2014 . received

Item 706 Director's & Officers Liability Insurance Policy - received

Item 503 City of Coquitlam Arts & Culture Committee - Trustee Hale

- Draft-PRC Master Plan . amendments/changes may be forthcoming . series of meetings planned, telephone surveys and focus group . process continues
- Staff presentation about proposed performance stage on Lafarge Lake
- Report received about how the work to develop an Arts, Culture and Heritage Strategic Plan was underway . expert involved and opportunity for the committee to meet with him in the coming weeks
- Set work plan for the year
- Input on 125th year celebrations

ITEMS FOR DISCUSSION AND/OR DECISION

Item 800 Old Business

Item 801 Audited Financial Statements - report received

Item 850 New Business

Item 851 PD-CMTE Terms of Reference

- #18**
- Moved by Trustee Zimmer
 - Seconded by Trustee Hale

THAT the Board accepts the Planning & Development Committee Terms of Reference

carried

Item 852 PD-CMTE . 3 Year Strat Plan Recommendation
Historically the CPL Strategic Plan has been 5 years and the committee is proposing a 3 year term due to the community changing and allows flexibility.

- #19**
- Moved by Trustee Zimmer
 - Seconded by Trustee Adams

THAT the Board approve a 3 year Strategic Plan recommended by the Planning and Development committee

carried

Item 853 Authorize PD-CMTE to select, if appropriate, a survey company

- Moved by Trustee Adams
- Seconded by Trustee Zimmer

THAT the Board approve a sum up to \$ 35,000 be transferred from reserves for the purpose of a statistically valid community survey and that the Planning & Development Committee be authorized to approve the survey company

Amendment to motion:

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

THAT the Board approve a sum up to \$ 40,000 be transferred from reserves for the purpose of a statistically valid community survey and that the Planning & Development Committee be authorized to approve the survey company

carried

Further discussion to follow at the Planning & Development Committee meeting following the Regular meeting - all Board Trustees welcome to attend

Item 854 2015 InterLINK Budget . received

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

THAT the Board receive the 2015 InterLINK budget presented

carried

Item 855 BCLA/BCLTA Conference - attendees
Discussed in Item 502

In addition: Human Resource Committee to send Director's PMP to the Board for approval
at next meeting.

Item 900 In-Camera

ADJOURNMENT

Motion to adjourn regular meeting . Trustee Zimmer
Seconded . Trustee McBride
Regular Board Meeting adjourned at 8:17 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**

**April 22, 2015
Board Room
Coquitlam Public Library – Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9**