

LIBRARY PLANNING COMMISSION

Tuesday, December 23rd, 1975,  
Library Planning Commission - 7.30 p.m.

### LIBRARY PLANNING COMMISSION

A Meeting of the Library Planning Commission was held at 7.30 p.m. on Tuesday, December 23, 1975, in the Committee Room of Coquitlam Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. Present were:

Members:

Mr. Denis Howarth  
Mrs. Charlotte Lonneberg  
Dr. Gary Morrison  
Mr. David Sheldon (representing Mr. Ian MacSween)

Also present:

Mr. Donald Miller  
Mr. R. A. LeClair  
Mrs. Anita Fellman  
Mrs. Gertrude Gower  
Mr. David Stark  
Mrs. Barbara Whistler

Mr. Denis Howarth, as chairman of Council's School Board Liaison (Library) Committee, chaired the meeting. He reported that Council had not yet acted on the Commission's report to Executive Committee of December 10, regarding appointments to the Commission.

The meeting interviewed Mr. Donald Miller, Director of the Greater Victoria Public Library, at length on his background and on his proposals as a potential consultant to develop the plan of library service for Coquitlam. Mr. Miller then left the meeting to return to Victoria.

All participants in the meeting unanimously concurred in the appointment of Mr. Donald Miller as consultant for the plan of library service.

Mr. Sheldon requested the members of the meeting to identify any areas of Centennial Library's present service, or areas in which service is lacking, which the Library Planning Commission might wish to consider in detail, so that the library staff can commence the task of gathering documentation on the library's role or problems in those areas.

It was suggested that the Library Planning Commission might develop a questionnaire for the public on the library service, and that the most natural place to distribute such a questionnaire would be from Centennial Library itself.

It was requested that copies of background material, such as legislation, articles, and documentation concerning Centennial Library, be supplied to the Library Planning Commission.

It was suggested that, until the Commission is fully constituted, an interim chairman be appointed, whose principal duties would be to execute the directives of this meeting and call the next. It was moved by Mrs. Lonneberg, seconded by Mr. Sheldon: "That Mr. Denis Howarth serve as interim chairman of the Commission". Carried.

It was agreed that the next meeting would be scheduled for 7.30 p.m. on Wednesday, January 14, 1976.

The Commission requested that Council act expeditiously on the Library Planning Commission's report of December 10, 1975, regarding appointments to the Commission.

The meeting adjourned at 9.55 p.m.

*File  
Library Services 1976*

*These minutes  
referred to  
Building & Protection  
Committee by  
Library Action  
Report Jan 14 1976*

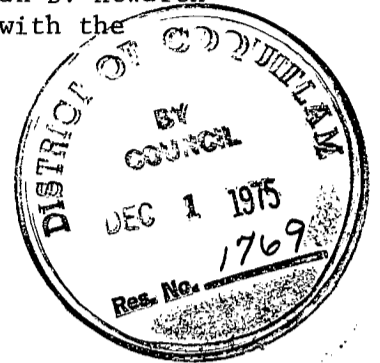
COUNCIL/SCHOOL BOARD LIAISON (LIBRARY) COMMITTEE

A meeting of the Council/School Board Liaison (Library) Committee of the District of Coquitlam was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Friday, November 21, 1975 commencing at 7:30 p.m.

Present at the meeting were the Chairman, Alderman D. Howarth and Committee member Alderman C. J. Filiatrault, together with the Municipal Manager and the Municipal Clerk.

Also present were the following persons:

Mr. R. A. LeClair, Municipal Manager  
Mr. T. Klassen, Municipal Clerk  
Marie Desrosiers  
Ruth McPherson  
Barbara Whistler  
Gertrude Gower  
Tom Wynne  
Anita Fellman  
Harold Gregg  
John Keryluk  
David Sheldon  
Ian MacSween  
Berenice Gilmore  
Monty Mudge  
Wyn Mudge  
Dawn Coutts  
Gwen Chute  
Harry Monk  
David Stark



Alderman Howarth gave some background to the meeting on the existing library service in Coquitlam explaining that since 1969 the Municipality has made an annual grant to the School Board to provide a library service at Centennial School and has entered into a contract which gives control of the library service to the School Board.

Alderman Howarth also explained that the Council/School Board Liaison Committee deals mainly with library services provided by the School Board.

The Chairman then advised that persons who had responded to a call for comments on a Coquitlam Library Study had been invited to the meeting tonight to aid the Committee in arriving at recommendations to be made to the Municipal Council.

The Chairman had submitted an agenda to the meeting, a copy of which is attached to these minutes.

ITEM NO. 1 - REPORT ON PUBLIC RESPONSE TO THE LIBRARY STUDY

Alderman Howarth advised that several people had responded to the call for comments on the proposed study which had been reproduced and circulated to the persons attending this meeting. Not reproduced or circulated was material submitted by Charlotte Lonneberg. A short time was spent in going over the comments submitted.

The Chairman then advised that when Council had approved a library study he wrote the Public Library Development Commission seeking advice on possible consultants to undertake the project and received the names of three consultants.

Alderman Howarth advised that the Committee hope to interview four possible consultants before mid-December and will be making a recommendation to Council before the end of the year.

ITEM NO. 2 - TERMS OF REFERENCE FOR THE LIBRARY STUDY

The Chairman went through the items listed on the agenda and received various points of view from those attending.

Alderman Howarth advised that hopefully the study and necessary steps leading to the implementation of the recommendations could be completed by the end of 1976.

Mr. Gregg sought advice as to how the School Board looked upon a joint service and Ms. Berenice Gilmore advised the following, which in her mind represented the view of the majority of the School Board:

1. The School Board is happy with such an arrangement.
2. Present situation cannot continue because of lack of space.
3. School Board willing to continue, however changes will need to be made.
4. It was the School Board which initially requested that Council consider its long term plans for library development and decide on a course of action.
5. A building is required to house the service to which the Board cannot contribute.
6. A longer agreement for library service is required.
7. The School Board have not taken a stand on the administration of a joint library service.

Alderman Filiatrault felt that the Municipality must establish an independent public library and he was prepared to recommend the establishment of an independent library board. It was pointed out that before an independent library board could be established a referendum would be required.

Mr. Monk felt that we had to study all alternatives in order to get the best service for the amount of money available.

Alderman Keryluk felt that if the Municipality hoped to receive support from the Library Development Commission, Coquitlam must follow the plan which they establish for the Province which means an independent library board.

Mrs. Chute asked about the possibility of maintaining an integrated and an independent library service and Mr. McSween advised that Vancouver has three branch libraries in schools.

Mr. McSween advised that the operation at Centennial has been successful and is worthy of consideration for continuation. He stated that at present there is a lack of space and lack of direction from a library board.

Mr. McSween felt that a strong central facility and amount of participation with others outside of Coquitlam should be examined. He felt that Centennial was centrally located at the present time with the population as it now exists in Coquitlam.

Mr. Gregg felt that regardless of what the School Board wants, Coquitlam should proceed with an independent library board.

Mr. McSween stated that Coquitlam must make a prognosis of growth in the community in order to determine facility requirement. He stated that 35,000 square feet are required at this time and the present library has 80,000 volumes, 20,000 of which belong to Centennial School. He went on to advise that 17 staff are currently employed, three of which are directly paid by the School Board and were Coquitlam to reach Greater Vancouver Library Federation standards, 32 staff would be required.

ITEM NO. 3 - RECOMMENDATIONS CONCERNING COUNCIL/SCHOOL BOARD CONTRACT

Alderman Filiatrault felt that the Library should not be responsible to the School Administration but should be responsible to a joint committee of trustees and Council members and possibly negotiations could be undertaken with the School Board to establish such a committee.

Alderman Howarth recommended that an Interim Library Committee be established which would consist of a representative of Council and the School Board with participation from members of the public. This Library Committee would guide the library study and advise the Centennial Librarian on the operation of the existing library until the study plan is put into effect.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. HOWARTH:

That the Committee recommend to Council the immediate establishment of an interim Library Planning Commission for 1976, which would be composed predominantly of members of the public, to direct the study and develop the plan of library service for Coquitlam, and to advise on the level of general library service that should desirably be attained during 1976.

CARRIED

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. HOWARTH:

That the Committee recommend that Council seek a revision of the Council/School Board contract for 1976 to recognize the advisory role of the Library Planning Commission, and to establish the degree of School District participation in the Library Planning Commission and the library study.

CARRIED

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. HOWARTH:

That the Committee recommend that Council ask the School Board to consider the advantages of making Centennial Library, during 1976, a direct operation of the School District rather than of Centennial High School.

CARRIED

ITEM NO. 4 - RECOMMENDATIONS CONCERNING THE MUNICIPAL LIBRARY BUDGET

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. HOWARTH:

That the Committee recommend the allocation of the \$14,500, previously budgeted for development of library service, to book acquisition during 1975; and the reallocation of the \$2,000, previously budgeted for library consultant studies, to book acquisition during 1975; and that \$5,000 be budgeted for library studies in the 1976 budget.

CARRIED

ITEM NO. 5 - RECOMMENDATION CONCERNING ESSONDALE LAND USE CONTRACT  
(SECTIONS 3.3 d ii, 6.5 h)

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. HOWARTH:

That the Committee endorse the wording of Sections 3.3 d ii and 6.5 h of the draft Essondale Land Use Contract.

CARRIED

ADJOURNMENT

The Chairman thanked those attending for their time and advice and declared the meeting adjourned at 10:45 p.m.

Denis Howarth  
Chairman

November 21, 1975

District of Coquitlam

Public Meeting of the Council-School Board Liaison (Library) Committee

Agenda

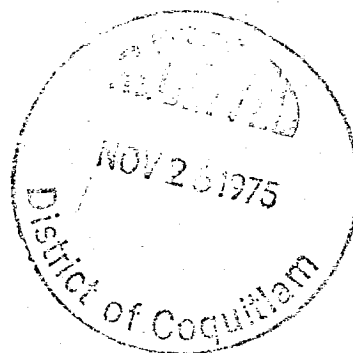
- 1) Report on public response to the library study
- 2) Terms of reference for the library study
  1. Definition of required level of public service
  2. Criteria to be satisfied by the library plan
  3. Plan for integrated school district and public service
  4. Plan for separate public service
  5. Implementation measures for either plan
- 3) Recommendations concerning Council-School Board contract
  1. Interim extension of contract to December 31, 1976
  2. Recognition of library study and establishment of an interim joint Library Planning Commission to direct the study and develop the library plan
  3. Recommendation to School Board that during 1976 Centennial Library become a direct School Board operation
- 4) Recommendations concerning the municipal library budget
  1. Allocation of \$14,500 and reallocation of \$2,000 in 1975 Amended Budget for book acquisition in 1975
  2. Budgeting \$5,000 for library studies in 1976 Budget
- 5) Recommendations concerning Essondale land use contract  
(Sections 3.3 d ii and 6.5 h)

## SCHOOL DISTRICT No. 43 (COQUITLAM)

550 POIRIER STREET,  
COQUITLAM, B.C. V3J 6A7

P-169

November 26, 1975

Mr. R. A. LeClair  
Municipal Manager  
District of Coquitlam  
1111 Brunette Avenue  
Coquitlam, B. C.

Dear Mr. LeClair:

Re: Municipal School Library

The following is a tentative budget of expenditures for the year 1976:

Salaries	\$ 158,300.
Books, Films, Tapes & Supplies	65,000.
Employee Benefits	7,100.
Administration, Maintenance Operation and Debt	13,360.
Telephone	1,240.
Advertising and Postage	<u>1,000.</u>
	\$ 246,000.

In addition to the above, it is expected that there will be over-expenditures in the year 1975 as follows:

Salaries & Benefits	\$ 3,258.
Books, Films, Tapes & Supplies	8,256.
Equipment	<u>267.</u>
	\$ 11,781.

We anticipate, therefore, that the grant necessary in the year 1976 from the District will be:

\$246,000.
<u>11,781.</u>
<u>\$257,781.</u>

(Continued)....



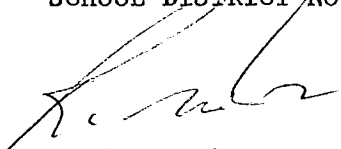
November 26, 1975  
Mr. R. A. LeClair  
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Would you please advise if you are in agreement with this. This is the sum of money established by the Board in its preliminary estimates for the year 1976. We would like to receive your confirmation prior to February 1, 1976 so that the correct sum can be placed in the Board's 1976 final budget.

Regarding the over-expenditure in 1975. This was caused by the school over-ordering and us not noticing it until September. We have, since September, been able to restrict their requests and are currently holding several thousand dollars worth of requests which will be honoured in 1976. I have advised both the school and our own Purchasing Department that such an over-run will not be tolerated in the future.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)



R. C. Smith,  
Secretary-Treasurer

RCS:bu

c.c. Mr. W. Melville  
Mr. W. Pfeifer