**ITEM #275**

MINUTES of the Special meeting of the Coquitlam Public Library Board held on Tuesday, August 9, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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| --- | --- | --- |
| Present: | Alice Hale Trustee | Naresh Sahota, Trustee |
|  | Matt Djonlic, Trustee | Sandra Hochstein, Trustee |
|  | Dave Whelan, Trustee | Brent Asmundson, Councillor/Trustee |
|  |  |  |
|  |  |  |

Also Present: Todd Gnissios, Executive Director

Silvana Harwood, Deputy Director & Director Technologies

Anthea Goffe, Director, Community Engagement

Maryn Ashdown, Director Customer Experiences

Brenda Meade Husain, Manager Customer Experiences (CC) & Facilities

Sandra Haluk, Office Manager (minute taker)

Regrets: Erin Adams, Trustee

Brian McBride, Trustee

# CALLED TO ORDER

Item 01 Call to Order

**#67**  Alice Hale, Chair called the meeting to order at 6:33 pm

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Sahota**

**carried**

Item 02 Approval of the Agenda

**#68** THAT the agenda be received as presented

* **Moved by Trustee Whelan**
* **Seconded by Trustee/Councillor Asmundson**

**carried**

Chair recognized the Director to make announcements. Director announced Brenda Meade Husain, Manager Customer Experiences (CC) & Facilities retirement and recognized her for the many years of service.

Director introduced and welcomed Maryn Ashdown, Director Customer Experiences.

# ITEMS FOR DISCUSSION AND/OR DECISION

**Item 03 Old Business**

Item 04 2017 Budget

Draft budget binders distributed to each Trustee – received and reviewed

Item 04.1 2015 Budget Variance, budget vs actual – Received

* Reviewed and explained variances

Item 04.2 Funding Request Overview - Received

* Reviewed Summary Funding Request Form – total request based on the package as presented

Item 04.3 2017 Budget Plan [Draft] *(Does not go to the City)* working document - includes amortization and project lines

2016 to 2017 Comparisons - Received

* Options 1 and 2 presented, with reorg transitory amount creating deficit vs without reorg transitory amount – received and discussed.
* Recommendation to accept option 1 (balanced budget) and expand on explanation of 2016 Grant – City of Coquitlam. Add note on separate page for City - bargaining did not occur.

**#69** THAT the CPL Board approve balanced budget

* **Moved by Trustee Sahota**
* **Seconded by Trustee Hochstein**

**carried**

Item 04.4 2017 to 2021 Budget Projections – Received

* Reviewed 5 year plan and projections of what the budget will do over the next 5 years. Discussed possible changes in provincial funding, increase in benefit costs, fund development, marketing, computer contracts & legal fees

Item 04.5 Priority 1 – Negotiated Wages & Benefits Increase – Received

* Discussed increase request and recommend initiative be dropped as amount is only $11,000 per annum
* Director recommends not proceeding with priority 1

**#70** THAT the CPL Board approve to delete Priority 1

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Sahota**

**carried**

Item 04.6 Priority 2 – Collections Budget – Received

* Presented and reviewed request – priority since 2015 and is part of our strategic plan
* Recommendations: Highlight amount of request at beginning of description; revise wording ‘*ongoing funding’* to ongoing request and reinforce multicultural aspect.

Item 04.7 2017 to 2021 Capital Project Priorities – Received

* Major change moving maintenance van replacement to 2018

Item 04.8 2014 Audit Findings Response Letter – Received

* Clean audit – no management response

Item 04.9 Key Achievements – Received

* Trustee Asmundson suggested the Director include an ‘Introductory/Opening’ page summarizing some of our highlights of what the library does

**#71** THAT the CPL Board approve budget package as presented

* **Moved by Trustee Hochstein**
* **Seconded by Trustee/Councillor Asmundson**

**carried**

**Item 05** **New Business**

Item 06 2015 Annual Report (included in package) – Received

**#72** THAT the CPL Board accepts 2015 Annual Report as presented

* **Moved by Trustee Djonlic**
* **Seconded by Trustee/Councillor Asmundson**

**carried**

*Trustee Hochstein left the meeting at 8:10 for a previous commitment.*

Item 07 Board Staff BBQ update (verbal)

* Discussed interest and possible dates for annual Board/Staff BBQ
* Director will send out ‘Doodle’ survey to confirm event date

**Item 08** **In-Camera Items**

**#73** THAT the CPL Board moves to in-camera

* **Moved by Trustee Sahota**
* **Seconded by Trustee Whelan**

**carried**

*Moved in camera at 8:13 pm*

Item 09 Labour Relations update

**Item 950 Out of Camera**

**# 74** THAT the CPL Board move out of in-camera and back to regular meeting

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Sahota**

**carried**

*Moved out of in-camera at 8:25 pm*

# ITEM 10 ADJOURNMENT

# #75 Motion to adjourn

# 

* **Moved by Trustee/Councillor Asmundson**
* **Seconded by Trustee Whelan**

**carried**

Meeting adjourned at 8:25 pm

Todd Gnissios, Director Naresh Sahota, Vice Chair

Secretary to the Board Library Board

Date Signed:

Date Signed:

Minutes taken by Sandra Haluk, Office Manager

**THE NEXT REGULAR BOARD MEETING 6:00 PM**

**September 28, 2016**

**Board Room**

**Coquitlam Public Library – Poirier Branch**

**575 Poirier Street, Coquitlam, BC**