

Item 05-01

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, November 27, 2017 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

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| --- | --- | --- |
| Present: | Matt Djonlic, Trustee | Julie Fisher, Trustee |
|  | Alice Hale, Chair | Sandra Hochstein, Trustee |
|  | Brian McBride, Treasurer | Naresh Sahota, Vice Chair |
|  | Dave Whelan, Trustee |  |

Also Present: Todd Gnissios, Executive Director

 Silvana Harwood, Deputy Director & Director, Technologies

 Anthea Goffe, Director, Community Engagement

 Maryn Ashdown, Director, Customer Experiences

 Sandra Haluk, Office Manager (minute taker)

Special Guest: Angie McLeod, HIP Strategic Consultant

Regrets: Erin Adams, Trustee

 Bonita Zarrillo, Councillor/Trustee

**03 Item Presentation: Angie McLEod, HIP Strategic Consulting**

Angie McLeod, HIP Strategic Consultant gave a ‘Strategic Planning Approach’ presentation based on the SOAR framework – a strengths-based whole system approach to building strategic capacity. (6:02 pm – 6:22 pm)

**CALLED TO ORDER**

1. **Item Call to Order**

**#84** THAT the meeting be called to order

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

 **carried**

 Alice Hale, Chair called the meeting to order at 6:25 pm

**02 Item Approval of Agenda**

**#85** THAT the Revised Agenda be received

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

 **carried**

**Approval of Consent Agenda**

**Items received**

**04 Item Documents, Reports, Correspondence**

 04-01 Scary Story Contest Winners – newspaper ad

 04-02 Customer Comment

 04-03 National Survey of CUPE Library Workers’ Employment Precarity [LINK]

 04-04 City Finance Committee Budget Presentation

 04-05 City Finance Committee Budget Presentation Speaking Notes

 04-06 Thank you regarding Executive Director Participation

**05 Item Publications/Newsletters**

None

**06 Item Board Minutes, Committees & Reports**

06-01 Regular Board Meeting Minutes, October 25, 2017

 06-02 Action and Issue Log

 06-03 Adhoc Trustee Recruitment Committee [No minutes]

**07 Item Other Meeting and Representative Reports**

07-01 Cultural Services Advisory Committee – ED Gnissios

**#86** THAT the Consent Agenda be received

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

 **carried**

**08 Item Action items arising from Consent Agenda**

08-01 Adhoc Trustee Recruitment Committee Report & Recommendations

 **#87** THAT the2018 Library Board Trustee Appointment Recommendation to City Council ratified

* **Moved by Trustee Fisher**
* **Seconded by Trustee Hale**

 **carried**

*2018 Recommendation: Begin process to stagger appointments – currently 5 Trustee terms expire on same date.*

**09 Item InterLINK Board Report – Trustee Hochstein**

* No meeting

**10 Item Friends of the CPL – Trustee Whelan**

* Tentative date for Trivia Night’18 – April 13, 2018. Preferred location Poirier branch

**11 Item Council Report – City Councillor/Trustee Zarrillo – Alice Hale reported on her behalf**

* City Hall - Public Hearing on November 27’17: Addressing Housing and Affordability - by-law and condo square footage

**12 Item Director’s Report – Received**

In addition to report:

* Mosaic Mural project – very good turnout, over-subscribed. Survey results of ‘how people heard about the event’: print ad, word of mouth, library posters, library website, Facebook, Twitter and other.
* Canada 150 Mosaic Mural unveiling – Saturday, December 2, 2017 at 11:00 am
* Mobile app – vendor selected. Hire contractor to design framework
* Staff Professional Development Day – Thursday, November 30, 2017, 2 sessions (repeated morning and afternoon). Trustees welcome to attend.

 12-01 2016 Census Language Statistics – received

* Statistical Analysis in 2018 – intent to balance language purchases with allotted funds

 12-02 2017 3rd Quarter Use Statistics – received

**13 Item Financials - Received**

13-01 Financials [Activities, Position & Library Link] ended October 31, 2017

 13-02 Cash Flow to November 30, 2017

**#88** THAT the CPL Board accepts Financials as presented

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

 **carried**

 13-03 Year End Financial Adjustments – report received

**#89** THAT the CPL Board approves the transfer of up to $25,000 from the Security Equipment project reserve to cover the City Centre branch Security Camera Upgrade

* **Moved by Trustee Fisher**
* **Seconded by Trustee Sahota**

 **carried**

**#90** THAT the CPL Board approves the transfer of up to $20,000 from the Computer Equipment one time project reserve to the 2017 Operating Budget to cover the cost of upgrading the City Centre branch Wi-Fi equipment and installation

* **Moved by Trustee Fisher**
* **Seconded by Trustee Sahota**

 **carried**

**#91** THAT the CPL Board approves the transfer of up to $10,000 from the Computer Equipment one time project capital reserve to cover the cost of one additional self-check unit

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

 **carried**

**#92** THAT the CPL Board approves the transfer of $80,000 operating funds to the Computer Equipment Sustainability Fund capital reserve on December 31, 2017

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Whelan**

 **carried**

**ITEMS FOR DISCUSSION AND/OR DECISION**

**14 Item New Business**

15 Item Building Operating Agreements Lease Extensions – received

 Letters from the City of Coquitlam Re: One-year extension of Building Operating Agreement for Coquitlam Public Library - Poirier and City Centre branches

**#92** THAT the CPL Board approves extending the current Building Operating Agreements for City Centre Branch Library and the Poirier Branch Library until December 31, 2018

* **Moved by Trustee Whelan**
* **Seconded by Trustee Hochstein**

 **carried**

16 Item Vantage BOSS conference – Chair Hale [documents in separate email] – received

* Very good conference. Recommend Trustees attend next year (if available)

17 Item SOAR – Strategic Planning Process introduction

* Angie McLeod, HIP Strategic Consultant has a community background, the skill set and a ‘fit for purpose’ approach. Chair Hale and Executive Director recommend her to facilitate the Strategic Planning Process. Trustee Djonlic supports their recommendation.

**#93** THAT the CPL Board approves the Executive Director obtains two favourable references for Angie McLeod, Strategic Consultant and prepare a proposal to engage her services in January 2018 to assist the Board in Strategic Planning and include all phases in the scope of work - the execution and follow-up reporting and allocate up to $23,000 for her services

* **Moved by Trustee McBride**
* **Seconded by Trustee Fisher**

 **carried**

**18 Item Old Business**

19 Item Library Link Service – Update on progress

 Library Link Service Expansion report prepared by Director Goffe – received

* In addition: ‘New’ stop at Continuing Education – servicing a High School classroom for teens with intellectual disabilities and the ESL students – both a ‘Deposit Collection’ (access to our collection) and Library Link visit once a month.

**#94** THAT the CPL Board accepts the Library Link Service Expansion report

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

 **carried**

**20 Item In-Camera Items**

21 Item No Items

**22 Item Adjournment**

**#95** Motion to adjourn

* **Moved by Trustee Hochstein**
* **Seconded by Trustee Djonlic**

 **carried**

Adjourned at 8:07 pm

Todd Gnissios, Director Alice Hale, 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**

**January 24, 2018**

**Board Room**

**Coquitlam Public Library – Poirier Branch,**

**575 Poirier Street, Coquitlam, BC**