

Item 03

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 27, 2018 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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|  | Erin Adams, Trustee | Matt Djonlic, Trustee |
|  | Julie Fisher, Trustee | Alice Hale, Chair |
|  | Brian McBride, Treasurer | Naresh Sahota, Vice Chair |
|  | Dave Whelan, Trustee | Bonita Zarrillo, Trustee/Councillor |
|  |  |  |

Also Present: Todd Gnissios, Executive Director

Silvana Harwood, Deputy Director & Director Technologies

Anthea Goffe, Director, Community Engagement

Sandra Haluk, Office Manager (minute taker)

Regrets: Maryn Ashdown, Director, Customer Experiences

**CALLED TO ORDER**

**01 Item Call to Order**

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

* **Moved by Trustee Adams**
* **Seconded by Trustee Fisher**

**carried**

Alice Hale, Chair called the meeting to order at 5:50 pm

**EDUCATION SESSION**

**02 Item Approval of Agenda**

**#43** THAT the agenda be received as discussed - moving forward Budget ‘New’ initiatives forward

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Adams**

**carried**

**03 Item New Business**

04 ItemBoard/Staff Christmas Celebration Dinner - Laydown

Annual Christmas dinner sponsored by the Library Board – logistics:

* Last 2 weeks in November
* Dinner for staff and plus one
* Transportation – provide options for safe-ride home - ‘Operation Red Nose’; Taxi
* Suggestion to explore Centennial Atrium venue and Centennial Culinary Arts

05 ItemVantage Point BOSS Leadership Conference [LINK]

Received

* Friday, September 28, 2018
* Alice Hale, Chair confirmed her attendance
* Contact Sandra Haluk, Office Manager to register for the event

**06 Item Old Business**

07 Item2019-2021 Strategic Planning Document

* Laydown
* Deferred will be brought back at July meeting

*Note: New Initiative budget requests moved forward*

13 ItemNew Initiative, Priority 1: Health and Dental Benefits, MSP salary tax

* New Operating Budget Request Form – received
* Cover increase in benefit costs and MSP salary tax
* Board approved request

14 ItemNew Initiative, Priority 2: Webpage Design and Development, plus CRM purchase hosting

* Move off City’s platform content management due to PCI compliancy
* Current website does not meet the needs of a modern library
* Board approved request

15 ItemNew Initiative, Priority 3: Seniors Outreach & Homebound Services

* Board reviewed 2 options: Operating funding or Capital funding to run a three year pilot project
* In line with and meets City Strategy
* Future options: look at pursuing opportunities within the community to offset future costs and grant applications
* Board approved request for three year pilot project

***ACTION: Investigate New Westminster Public Library services/outreach for Seniors***

*Note: Trustee Djonlic left the meeting at 6:52 pm*

16 ItemNew Initiative, Priority 4: Delivery Vehicle

* Board agreed to withdraw request

17 ItemNew Initiative, Priority 5: Collections

* Board agreed to withdraw request

Vote took place to accept New Initiative, Priorities 1, 2 & 3 as presented in that order.

* 4 in favour, 3 opposed and 1 abstained

*Note: Trustee Hochstein left the meeting at 7:20 pm*

*Note: Trustee/Councillor Zarrillo left the meeting at 7:26 pm*

08 ItemBudget 2019 [Draft, for discussion]

* Final guidance, concerns and recommendations discussed

09 Item2017 Variance, actual vs. budget

* Received and reviewed

10 ItemComparison 2018 vs 2019 [Operating budget, draft for review]

* Received and reviewed
* Adjust Board Expense – decrease amount and move BCLTA membership fees to Memberships

11 ItemReserves Report to December 31, 2017

* ‘New’ – Capital Reserve request
* Received and reviewed

12 Item5 year Capital Plan 2019 to 2023

* Received and reviewed
* Remove Priority 3, Year 2019 – Delivery Vehicle

18 ItemService Agreement – additional information on meeting expectations

* Deferred

19 ItemWine & Cheese follow-up, format discussion

* Continue event next year with minor changes as were earlier discussed/shared among Trustees

20 Item2017 Annual Report [final, for distribution]

* Received
* Available on CPL website

**Approval of Consent Agenda**

**Items received**

**21 Item Documents, Reports, Correspondence**

**22 Item Publications/Newsletters:**

23 CFLA – May 2018 update

24 BCLTA – Board Brief May 2018

**25 Item Board Minutes, Committees & Reports:**

26 Regular Board Meeting Minutes, May 23’18

27 Action Issue Log 2018

28 Advocacy Committee Meeting, June 14’18

**29 Item Other Meeting and Representative Reports:**

30 InterLINK Board Meeting, May 29’18 - Laydown

31 Cultural Services Advisory Committee, June 14, 2018

32 Friends of the Public Library – no report

**33 Item Executive Director’s Reports:**

34 Executive Director’s Library update

35 Financials to May 2018

36 Coquitlam Foundation Statement, ended December 31, 2017

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

* **Moved by Trustee Whelan**
* **Seconded by Trustee Fisher**

**carried**

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

* TG reported on Action Issue Log – Action Items:

#1. Room Rental Policy & Rates – Draft to Policy Committee July’18 and present at July board meeting

#2. Coquitlam Foundation Living Legacy Fund – Trustee Fisher working with Board

#5. City Centre Plan Update – Planning & Development – Planning Committee is considering best approach

38 Item Advocacy Committee:

Recommendation: Approve the ‘Considerations for CPL Board Trustees Selection Committee’ document and refer to the Adhoc Selections Committee, to be established in September 2018.

* Decision document received
* Trustee Fisher presented
* Sets out the selection criteria – guidelines when selecting new trustee(s)

**#45** THAT the CPL Board adopt the ‘Considerations for CPL Board Trustees Selection Committee’ document as presented and refer to the Adhoc Committee

* **Moved by Trustee Whelan**
* **Seconded by Trustee Adams**

**carried**

**39 Item Moved in-camera at 8:05 pm**

**#46** THAT the CPL Board move in-camera

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

**carried**

**40 Item In Camera**

41 Item Labour Relations Update

**42 Item In-Camera (Board Only)** – no meeting

**43 Item Moved out of in-camera at 8:15 pm**

**#47** THAT the CPL Board move out of in-camera

* **Moved by Trustee Adams**
* **Seconded by Trustee Whelan**

**carried**

44 Item Adjournment

**#48** Motion to adjourn

* **Moved by Trustee Sahota**
* **Seconded by Trustee McBride**

**carried**

Adjourned at 8:15 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**

**July 18, 2018**

**Board Room**

**Coquitlam Public Library – City Centre Branch,**

**1169 Pinetree Way, Coquitlam, BC**