

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 28, 2017 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Erin Adams, Trustee  
Julie Fisher, Trustee  
Brian McBride, Treasurer  
Dave Whelan, Trustee  
Alice Hale, Chair (6:05 pm – 8:35 pm)  
Via Teleconference

Matt Djonlic, Trustee  
Sandra Hochstein, Trustee (6:20 pm)  
Naresh Sahota, Vice Chair

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)

Regrets: Bonita Zarrillo, Trustee

## **CALLED TO ORDER**

### **01 Item Call to Order**

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

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

**carried**

Naresh Sahota, Vice Chair called the meeting to order at 6:05 pm

### **02 Item Approval of Agenda**

**#45** THAT the Agenda be received

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

**carried**

## Approval of Consent Agenda

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

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

carried

### Items received

**03 Item Documents, Reports, Correspondence**

- 03-01 VantagePoint Board Chair – Key learnings
- 03-02 Science Fair Winners 2017

**04 Item Publications/Newsletters**

None

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

- 05-01 Minutes of the May 23, 2017 Regular Board meeting
- 05-02 Human Resources Committee, June 20, 2017

**06 Item Other Meeting and Representative Reports**

- 06-01 Arts & Culture Representative – April 2017 notes deferred to July
- 06-02 BCLTA Board Minutes – May 4, 2017
- 06-03 BCLTA Board Brief – June 20, 2017

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

None

**08 Item InterLINK Board Report**

- No report

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

- No report

**10 Item Council Report – City Councillor/Trustee Zarrillo**

- No report

**11 Item Director's Report**

In addition to written report received:

- Memorandum of Agreement (MOA) signed. Union ratification vote – July 9<sup>th</sup>.
- Volunteer medical liability insurance being considered, expensive
- Visa cards reviewed and the result is redistribution due to change of process
- Received AON proposals for benefits through City RFP, waiting for final proposal

**12 Item Financials**

- 15-01 Financials (Activities, Position & Library Link) ended May 31, 2017

Finance committee met prior to the board meeting to review financials and was satisfied

**#47** THAT the CPL Board receives the Financials as presented

- **Moved by Trustee Whelan**

- **Seconded by Trustee Djonlic**

**carried**

**13 Item ITEMS FOR DISCUSSION AND/OR DECISION**

**14 Item New Business**

- 15 Item Canada 150 Grant – CPL History Room – Motion to use Living Legacy Fund resources
- Replace equipment that is at its end of life.
  - Preserve history
  - Coquitlam Foundation matches amount (on approval)

**#48** THAT the CPL Board approves withdrawing a grant from the Living Legacy Fund in the amount of \$3,962.50 from the interest portion for the Poirier History Room that supports Strategic Goals 3 & 4 as part of our History Room Grant submission

- **Moved by Trustee Fisher**
- **Seconded by Trustee Hochstein**

**carried**

- 16 Item Parks, Recreation, and Culture Master Plan Approval  
For Information Only
- Potential Library involvement in the northeast sector facility– year 2025 onwards

**17 Item Old Business**

- 18 Item Wine & Cheese – Trustee Survey
- Overall comments positive. Well attended and received. Good presentations.
  - Earning respect and showing enthusiasm
  - Councillor comments – impressed with the library changes over the past 3 years; supports reorganization
  - Suggestion: Another occasion/event to engage with Council for a working meeting – annually

**19 Item Budget 2018**

20-1 Draft budget - *received*

- Reviewed revenue and expenses on a balanced budget – explanations for increases/decreases and maintaining 2017 amounts
- Employee Development – Board priority. Board asked management to review possible increase by \$5,000 and decrease Professional Fees by \$5,000. Suggest pulling from reserves to cover additional professional fees.
- Comment: Board is pleased with the efforts by the management team in the budget process and maintaining budget

20-2 New Initiative – Furniture Replacement – Priority 1 – *received*

- Replacement of furniture no longer standing up to the usage and failing due to age and use.
- Suggestion: Include amount asking at top of document followed by a breakdown, description of new requests
- Meets Strategic goals 7 and 8

20-3 New Initiative – Increase Open Hours – Priority 2 – *received*

- Operating funds for additional 9 Sundays, 7 statutory holidays per year and increase all Sunday hours by an additional 2 hours (10:00 am – 5:00 pm)
- Calculate % in additional service to the community
- Note: Recreational Centre open providing service to the community
- Supportive of the City Strategic Plan – meets goals 1, 2, 3, 4 and 5
- 20-4 New Initiative – Collections – Priority 3 – *received*
- Continued request for the development of the collection and resources available to the community, e.g. database additions
- Meets City Strategic goals 1, 2, 3, 4 and 5

Adjournment

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

**carried**

Adjourned at 8:35 pm

\_\_\_\_\_  
 Todd Gnissios, Director  
 Secretary to the Board

\_\_\_\_\_  
 Alice Hale, Chair  
 Library Board

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Minutes taken by Sandra Haluk, Office Manager

**THE NEXT REGULAR BOARD MEETING**  
**6:00 PM**  
**July 11, 2017**  
**Board Room**  
**Coquitlam Public Library – Poirier Branch**  
**575 Poirier Street, Coquitlam, BC**