



**ITEM #276**

MINUTES of the Special meeting of the Coquitlam Public Library Board held on Wednesday, August 19, 2015, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present:            Jack Trumley, Chair                                         Alice Hale, Vice Chair  
                       Brian McBride, Treasurer                                     Erin Adams – Trustee  
                       Matt Djonlic, Trustee     Naresh Sahota, Trustee  
                       Councillor Asmundson                                         Kelly Zimmer, Trustee (via teleconference)

Also Present:     Todd Gnissios, Director  
                       Anthea Goffe, Manager Community Services  
                       Sandra Haluk - Administrative Assistant / Minute Taker

Regrets:            Silvana Harwood, Deputy Director

Observers:        Brenda Meade Husain, CPL – Manager Member Services

CALLED TO ORDER

Jack Trumley, Chair called the meeting to order at 6:00 pm

Item 200    Approval of Agenda

Approval of Agenda

**#37**             - Moved by Trustee Hale  
                       - Seconded by Trustee Djonlic

**THAT the agenda be received**

**carried**

**ITEMS FOR DISCUSSION AND/OR DECISION**

**Item 800        Old Business**

801              2016 Budget - Binders with full budget package (*Items 801.1 to 801.10 included*)  
                       distributed to all trustees

801.1            2014 Budget Variance – distributed and reviewed by Director

801.2            Funding Request Overview – distributed and reviewed by Director

801.3            2016 Budget Plan – distributed and reviewed by Director  
                       Comparison of 2015 vs. 2016 Budget – reviewed each line item in revenue and  
                       expenses.

- 801.4 Marketing Backgrounder – distributed and reviewed by Director  
A major project for 2016 includes City's 125<sup>th</sup> anniversary and the Library's 40<sup>th</sup> anniversary. Councillor Asmundson – suggested a spirit grant application for special events, in addition create a Board 'sub-committee' for the 40<sup>th</sup> library anniversary.
- 801.5 2016 to 2020 Budget Projections – distributed and reviewed by Director, calculations show impacts of changes begun in 2014 fully taking hold in 2017
- 801.6 New Funding Priority 1 – Negotiated Wages & Benefits Increase – distributed and reviewed by Director
- 801.7 New Funding Priority 2 – Collections Budget – distributed and reviewed by Director
- 801.8 Furniture 2016 Estimates – distributed and reviewed by Director
- 801.9 2016 to 2020 Capital Project Priorities – distributed and reviewed by Director
- 801.10 2014 Audit Findings Response Letter – distributed and reviewed by Director

Approval of 2016 Budget as presented

- #38** - Moved by Trustee Hale  
- Seconded by Trustee Sahota

**THAT the CPL Board approves the 2016 Budget as presented**

**carried**

## **850 New Business**

- 851 Library Code of Conduct Policy – smoking revision  
Document received and recommendation to add a non-smoking including e-cigarette statement to the General Code of Conduct Policy

Approval of Library Code of Conduct Policy as presented

- #39** - Moved by Trustee Adams  
- Seconded by Trustee Sahota

**THAT the CPL Board approves the Library Code of Conduct as presented**

**carried**

- 852 2014 Annual Report – received and reviewed by Director  
Taken under advisement the following changes: replace title on front page with CPL logo and remove 'The' where it appears with The Library.

Approval of 2014 Annual Report as presented

- #40** - Moved by Trustee Djonlic  
- Seconded by Trustee Hochstein

**THAT the CPL Board approves the 2014 Library Annual Report as presented with modifications as outlined**

**carried**

853 Board Staff BBQ update (verbal)  
Director will re-send out additional dates in October (2<sup>nd</sup> and/or 3<sup>rd</sup> week).

*Moved in-camera at 7:50 pm*

**Item 900 In-Camera**

Item 901 Labour Relations matter

*Moved out of in-camera at 8:00 pm*

**Item 1000 Adjournment**

Motion to adjourn – Trustee Hochstein  
Special Board Meeting adjourned at 8:00 pm

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

\_\_\_\_\_  
Jack Trumley, Chair

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

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

Minutes taken by Sandra Haluk,  
Administrative Assistant

THE NEXT REGULAR BOARD MEETING  
6:00 PM

September 23, 2015

**Board Room**

**Coquitlam Public Library – City Centre Branch  
1169 Pinetree Way, Coquitlam, BC V3B 0Y1**