



**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, November 25, 2015, in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Jack Trumley, Chair  
Matt Djonlic, Trustee  
Kelly Zimmer, Trustee  
Alice Hale, Vice Chair  
Naresh Sahota, Trustee  
Sandra Hochstein, Trustee -  
(Via tele-conference)

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

Regrets: Brian McBride, Treasurer  
Erin Adams – Trustee  
Councillor Asmundson

Guest Speaker: Brenda Meade Husain, Manager Member Services

Guest: John Meneghello, (former Library Board Chair) arrived at 7:15 pm

CALLED TO ORDER

Jack Trumley, Chair called the meeting to order at 6:04 pm

Item 75 6:04 pm – 6:20 pm Brenda Meade Husain – Provided a PowerPoint presentation on Membership Services

Item 200 Approval of Agenda

Approval of Agenda

**#55** - Moved by Trustee Zimmer  
- Seconded by Trustee Hale

**THAT the agenda be received**

**carried**

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the October 28, 2015 meeting

- #56 - Moved by Trustee Djonlic
- Seconded by Trustee Hale

**THAT the minutes of the October 28, 2015 meeting be approved**

**carried**

Item 280 Action Issue Log 2015 – received

## CONSENT AGENDA

Approval of the Consent Agenda

- #57 - Moved by Trustee Zimmer
- Seconded by Trustee Hale

**THAT the consent agenda be received**

**carried**

### **Item 300 Documents & Reports**

SHARE Family & Community Services News Release – Sylvia Ceacero appointed new CEO – document received

### **Item 350 Publications/Newsletters:**

GAR Bulletin – Special Edition, Syrian Refugee Report #2 – web link received

### **Item 400 Committee Minutes/Reports**

Item 405 Planning & Development Committee Minutes October 13, 2015 - received

Item 406 Planning & Development Committee Minutes October 28, 2015 - received

### **Item 500 Other Meeting and Representative Reports**

Item 501 InterLINK (Trustee Hochstein) – no report

Item 502 Draft InterLINK 2016 Budget – document received

- Proposed 'draft' Operating Budget includes all calculations
- 2016 dues increase

Item 503 BCLTA (Chair Trumley) – no report

Item 504 City of Coquitlam Arts & Culture Committee Report (Trustee Hale)

- November 10, 2015 final meeting – no quorum
- Discussions: planning forward for 2016; ongoing Strategic Plan involvement; 125<sup>th</sup> Anniversary planning; BC Games-September 2016; placement of Salmon Structures throughout Coquitlam; public consultation early next year

End of Consent Agenda

### **Item 600 Friends of the CPL – (Trustee Djonlic) - verbal report**

- Bridge Tournament raised \$1,281
- New member discussed new ideas moving forward
- Annual Quiz Night – discussions in early stages and welcome Board involvement

**Item 625 Council Report** – (City Councillor/Trustee Asmundson) - no report

**Item 700 Director’s Report** (Director Gniissios)

Item 701 Director’s Report Highlights:

- November 24 - Director and Deputy Director attended a presentation/briefing by ISS on the Syrian refugee situation – an estimated 300 refugees will be re-settled in Coquitlam. Library is preparing to participate and will looking at providing services on how to best support them as they arrive in our community.
- Discussed security and issues at City Centre stairwell exits
- Joint Labour/Management staff survey completed – Labour Management committee will review results at next meeting
- Begin talks with SD#43 re; Science Fair
- Admin team working with SHARE and has provided us with a family of 5 in need at Christmas – staff working together to raise money and food
- Joanna Kim (new on-call Korean speaking librarian) is working with our Korean community in a partnership with Moving Forward family services
- 20 to 25% increase in book costs in 2016 due to exchange rate
- Attended Association of BC Public Library Administrators meeting. Reviewing how library grants are issued and possible changes coming in 2017

**Item 704 Financials** (Director Gniissios)

Overview of Financials to October 31, 2015 and update with some projections to end of year – report received and accepted for information

Item 704.1 Statement of Financial Activities as at October 31, 2015 – report received

Item 704.2 Statement of Financial Position as at October 31, 2015 – report received

Item 704.3 Statement on Book Bus as at October 31, 2015 – report received

## **ITEMS FOR DISCUSSION AND/OR DECISION**

**Item 800 Old Business**

Item 801 **Planning and Development Committee Standing Report** – Trustee Hale (Chair of the Planning & Development Committee)  
Reported on the strategic planning process and recommendations

801.1 Committee Recommendation: Goals & Objectives  
Received and reviewed proposed Goals & Objectives for 2016 to 2018 document

**#58** - Moved by Chair/Trustee Trumley  
- Seconded by Trustee Djonlic

**THAT the CPL Board approve the Coquitlam Public Library Planning and Development Committee recommendation and adopt the Goals and Objectives as presented for the 2016 to 2018 planning period**

**carried**

Guest - John Meneghello (former Board Chair) attended regular board meeting at 7:15 pm

801.2 Goals & Objectives Timelines and Resources – Trustee Hale/Director Gnissios  
For information only – document received

801.3 Committee Recommendation: 2016 to 2018 Strategic Planning Document –  
Trustee Hale (Chair of the Planning & Development Committee)  
Presented Strategic Planning Document, Board received and reviewed copy of the  
proposed 2016 to 2018 Strategic Planning Document

#59 - Moved by Trustee Zimmer  
- Seconded by Trustee Djonlic

**THAT the CPL Board approves the Coquitlam Public Library Planning and  
Development Committee 3-year Strategic Plan 2016 to 2018 as presented**

**carried**

Trustee Hale acknowledged the Planning & Development Committee, Management and Staff  
for their commitment and hard work on the ‘Strategic Plan 2016 to 2018’.

**Item 850 New Business**

Item 851 Poirier Branch Display Case – approval of artist display  
Received and reviewed Art Exhibit document for display at the Poirier branch. The  
artwork was discussed and possible concerns exhibiting a pen made from a bullet  
casing.

#60 - Moved by Trustee Sahota  
- Seconded by Trustee Djonlic

**THAT the CPL Board approve art exhibit as presented**

**carried**

Item 852 Year End Financial Motions – Motions as outlined in agenda #1, #2, #3, #4 & #5  
(Director Gnissios). Received and reviewed document outlining each motion

#61 - Moved by Trustee Zimmer  
- Seconded by Trustee Djonlic

**THAT the CPL Board approves allocating the restricted Deferred Revenue  
of up to \$ 45,000 to cover the additional costs of operating the book bus as  
a result of the fire and for purchase and improvement of the replacement  
‘Library Link’ vehicle**

**carried**

#62 - Moved by Trustee Hale  
- Seconded by Trustee Trumley

**THAT the CPL Board approves the transfer of up to \$ 15,000 of the  
Innovation Hub Capital Reserve to the Operating Budget Innovation Hub  
budget line to cover the costs of establishing the service as at December  
31, 2015**

carried

- #63 - Moved by Trustee Zimmer  
- Seconded by Trustee Djonlic

**THAT the CPL Board approves the creation of a restricted Capital Reserve for all remaining funds as at December 31, 2015 in the Computer Upgrade (one-time) operating budget line**

carried

- #64 - Moved by Trustee Hale  
- Seconded by Trustee Zimmer

**THAT the CPL Board approves the creation of a restricted Capital Reserve for all remaining funds as at December 31, 2015 in the Security & Equipment (one-time) operating budget line**

carried

- #65 - Moved by Trustee Zimmer  
- Seconded by Trustee Hale

**THAT the CPL Board approves the creation of a restricted Capital Reserve for the creation of a Computer Equipment Reserves Sustainability Fund and transfers all remaining funds in the Computer Equipment Reserve operating budget line as at December 31, 2015**

carried

Item 853 Capital Reserve budget request – Poirier Branch Sorter (Director Gnissios)  
Received and reviewed document outlining the logistics of an automated materials sorter in the Poirier Branch – staff efficiency and staff focus on front desk. Value added to library and serving the public

- #66 - Moved by Trustee Hale  
- Seconded by Trustee Zimmer

**THAT the CPL Board approves the request to investigate an automated materials sorter at the Poirier branch**

carried

Item 854 Coquitlam 125<sup>th</sup> Anniversary Salmon Sculpture – Poirier Branch installation (Director Gnissios)  
Received and reviewed document – image of sculpture included

- #67 - Moved by Trustee Zimmer  
- Seconded by Trustee Hale

**THAT the CPL Board approves the permanent installation of the salmon sculpture as part of the City's 125<sup>th</sup> Anniversary**

carried

Item 855 Coquitlam 125<sup>th</sup> Anniversary Window Graphics – Poirier & City Centre Branch installation (Director Gnissios)

Received and reviewed document – image of window graphics included

- #68** - Moved by Trustee Sahota  
- Seconded by Trustee Djonlic

**THAT the CPL Board approve and advise the Director to explore best options to allow City of Coquitlam to advertise its 125<sup>th</sup> Anniversary and leave Library areas to advertise its 40<sup>th</sup> Anniversary**

**Carried**

*Trustee Djonlic declared a conflict of interest and removed himself from the meeting at 8:01 pm*

Item 856 Request to solicit donations (Director Gnissios)  
Allow solicitation of monetary donations at an event scheduled in the Library meeting room

- #69** - Moved by Trustee Zimmer  
- Seconded by Trustee Hochstein

**THAT the CPL Board allows the request with the stipulation that the Library, its logo and its staff not be used as part of the solicitation**

**carried**

*Trustee Djonlic re-joined the meeting at 8:05 pm*

*Moved in-camera at 8:05 pm*

**Item 900 In-Camera**

Item 901 Labour Relations matters

Item 902 Trustee Recruitment Recommendations from the Ad-Hoc Recruitment Committee

**Motion to move to regular board meeting – Trustee Zimmer**

*Moved to regular board meeting at 8:10 pm*

- #70** - Moved by Trustee Zimmer  
- Seconded by Trustee Djonlic

**THAT the CPL Board recommends to City Council the re-appointment of Trustee Adams, Trustee Djonlic, Trustee Hochstein, Trustee McBride and Trustee Sahota to the CPL Board for another term**

**carried**

- #71** - Moved by Trustee Zimmer  
- Seconded by Trustee Hale

**THAT the CPL Board recommends to City Council the appointment of nominee Dave Whalen as a Trustee to the CPL Board**

**carried**

*Moved back in-camera at 8:12 pm*

- Item 903 Director's Annual Report (Library Director)
- Item 904 Library Benefit Plans Proposal (Library Director)  
Received and reviewed proposal

**Motion to move to regular board meeting – Trustee Hale**

*Moved to regular board meeting at 8:17 pm*

- #72** - Moved by Trustee Hale  
- Seconded by Trustee Zimmer

**THAT the CPL Board approve option 1 to maintain the benefits status as quo and results in a 2.77% increase in benefit costs for 2016, estimated increase of \$ 3,569.16 per year and direct the Director to pursue hiring Great West Life as our benefits provider and negotiating exits from our current provider.**

**carried**

*Note: Motion #72 was carried, however Trustee Hochstein requested her opposition be noted*

ADJOURNMENT

Regular Board Meeting adjourned at 8:20 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  
January 27, 2016  
**Board Room**  
**Coquitlam Public Library – Poirier Branch**  
**575 Poirier Street, Coquitlam, BC**