



**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, January 27, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier St, Coquitlam, BC

Present: Alice Hale, Trustee  
Naresh Sahota, Trustee  
Sandra Hochstein, Trustee  
Councillor Brent Asmundson, Trustee  
Brian McBride, Trustee  
Erin Adams, Trustee  
Dave Whelan, Trustee

Also Present: Todd Gnissios, Director  
Silvana Harwood, Deputy Director (minute taker)  
Anthea Goffe, Manager Community Services

Regrets: Matt Djonlic, Trustee  
Kelly Zimmer, Trustee

**CALLED TO ORDER**

Todd Gnissios, Chair called the meeting to order at 6:08 pm

Item 200 Approval of Agenda

**#01** THAT the agenda be received

- Moved by Trustee Whelan
- Seconded by Trustee Adams

**carried**

Item 225 Reviewed Board Committees, Appointments and responsibilities

**#02** Motion to combine the Finance and Audit Committees to a single Finance and Audit Committee

- Moved by Trustee Adams
- Seconded by Trustee McBride

**carried**

**#03** Motion to add one additional Trustee representative to the Human Resources Committee

- Moved by Trustee Hale
- Seconded by Trustee Sahota

**carried**

- Item 230      Review of Standing Committee Terms of Reference
- Item 231      Review of Audit Committee Terms of Reference
- #04** Motion to approve the Terms of Reference of the Audit Committee as is but to review a revised combined Terms of Reference at the next meeting of the Finance and Audit Committee
- Moved by Trustee Hale
  - Seconded by Councillor Asmundson
- carried**
- Item 232      Review of Planning and Development Committee Terms of Reference
- #05** Motion to approve the Terms of Reference of the Planning and Development Committee for 2016
- Moved by Trustee Asmundson
  - Seconded by Trustee Adams
- carried**
- Item 233      Review of Advocacy and Fund Development Committee Terms of Reference
- #06** Motion to approve the Terms of Reference of the Advocacy and Fund Committee for 2016
- **Moved by Trustee Hale**
  - **Seconded by Trustee Sahota**
- carried**
- Item 234      Review of the Policy Committee Terms of Reference
- #07** Motion to approve the Terms of Reference of the Policy Committee for 2016
- **Moved by Trustee Adams**
  - **Seconded by Trustee Sahota**
- carried**
- Item 250      Election of Officers (all positions vacant)
- (i)      Election of Chair  
             Nominations for Chair were called three times:
- Councillor Asmundson nominated Trustee Hale
  - Seconded by Trustee McBride
  - Nomination Accepted by Trustee Hale
- No further nominations received
- Trustee Hale acclaimed as Chair of the Library Board of Trustees for 2016
- Director Gnissios transferred meeting chair to Trustee Hale
- Item 255      Election of Vice Chair, Treasurer, Board Committees and Board Representatives

- ii. Election of Vice-Chair  
Nominations for Vice-Chair were called three times:
- Trustee Djonlic nominated himself (via letter)
  - Seconded by Trustee Hochstein
  
  - Councillor Asmundson nominated Trustee Sahota
  - Seconded by Trustee McBride
  - Trustee Sahota accepted the nomination

Trustee Sahota elected as Vice-Chair

#08 Motion to destroy the ballots

- **Moved by Councillor Asmundson**
- **Seconded by Trustee Hochstein**

**carried**

- iii. Election of Treasurer  
Nominations for Treasurer were called three times:
- Trustee Adams nominated Trustee McBride
  - Seconded by Councillor Asmundson
  - Trustee McBride accepted the nomination

Trustee McBride acclaimed as Treasurer

iv. Election of Board Committees

1. Audit Committee – (one Trustee)
  - Trustee Adams nominated Trustee Sahota
  - Trustee Sahota accepted
  
2. Policy and Governance Committee (2 Trustees)
  - Trustees Adams and Whelan volunteered
  
3. Advocacy and Fund Development Committee (2 Trustees)
  - Trustees Djonlic and Adams volunteered (2 Trustees)
  - Trustee Zimmer as alternate
  
4. Planning and Development Committee (4 Trustees)
  - Trustees Sahota, Hochstein, Whelan and Adams volunteered
  
5. Human Resources Committee (1 Trustee)
  - Councillor Asmundson volunteered
  - Trustee Zimmer to be alternate

v. Election of Board Representatives

1. InterLINK Representative and alternate

- Trustee Hochstein volunteered
- Trustee Whelan as alternate

2. BCLTA Representative

- Trustee Hale volunteered

3. Friends of the Coquitlam Public Library Representative and alternate

- Trustee Whelan volunteered
- Trustee Djonlic as alternate

4. City of Coquitlam Arts and Culture Committee Representative and alternate

- Trustee Djonlic volunteered (via letter)
- Trustee Adams as alternate

All Committee and Representative appointments were acclaimed

## **APPROVAL OF MINUTES**

Item 275 Approval of the minutes of the meeting of November 27<sup>th</sup>

**#09** Motion to approve minutes with amendment: Motion #70 – motion was seconded by Trustee Hale, not Trustee Djonlic

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

**carried**

Item 280 Action Issue Log 2015 – received

Item 285 Action Issue Log for 2016 - received

## **CONSENT AGENDA**

**#10** THAT the consent agenda be received

- **Moved by Trustee Adams**
- **Seconded by Trustee Hochstein**

**carried**

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

301 Tri-cities Labour Market Scan: Labour Market Needs and Immigrants (link)

302 ISS GAR Refugee Statistical Highlights for BC (link)

303 Board 2016 Contact Information

304 Science Expo Poster

**325 Publications/Newsletters**

326 Literacy News for December (link)

**400 Committee Minutes**

401 Planning & Development Committee Minutes

**500 Other Meeting and Representative Reports**

501 InterLINK

502 BCLTA

503 City of Coquitlam Arts and Culture Committee Report

End of Consent Agenda

**Item 600 Friends of the CPL – (Deputy Director) - verbal report**

- Friday, April 8<sup>th</sup> will be the date of Quiz Night
- Friends looking to make this a fun and entertaining evening with possible Coquitlam 125 sanctioning
- Organizing Committee will be meeting in early February
- Literacy is the main target for fundraised monies

**Item 625 Council Report – (City Councillor/Trustee Asmundson)**

- Library budget presentation was received favourably including a \$25,000 increase for electronic collections
- Budget expenditures and internal savings from 2014-2015 were received positively
- Discussion on a Board City Council meeting in March to review Strategic Plan, Library Link, Refugee response, and ebooks.

**Item 700 Director's Report (Director Gniissios) Item 701**

Director's Report Highlights:

- Continuing work with partners and agencies in working to provide services to Syrian refugees – both GARS and privately sponsored refugees
- Print release software is very successful and ROI will be achieved much sooner than anticipated
- Science Expo will be going forward as per the information sent with our partners SD43 (Devon Ross) and Douglas College
- Received Service Desk report done by Michelle Meech – re best use of staff at our information service desks
- RFI sent to 3 major suppliers in order to maximize savings and efficiencies re collection materials
- Spirit Grant – received information that the Library would no longer be eligible – advised to speak to Parks and Recreation re grant and its components (capital requests)
- Advised of issues regarding Book Bus fire and claim by Obelisk re compensation for fire loss not covered by insurance (non-culpable loss)

- Item 704      Financials** (Director Gnissios)  
 Overview of Financials to November 30, 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 Nov. 30, 2015 – report received
- Item 704.2      Statement of Financial Position as at Nov. 30, 2015 – report received
- Item 704.3      Statement on Book Bus as at Nov. 30, 2015 – report received

**ITEMS FOR DISCUSSION AND/OR DECISION**

**Item 800      Old Business**

Item 826      InterLINK governance documents

- #11**      Motion to receive documents
- **Moved by Councillor Asmundson**
  - **Seconded by Trustee Hochstein**

**carried**

**Item 850      New Business**

Item 851      Signing officers for 2016

- #12**      Motion that the CPL Board Chair, Vice-Chair, Treasurer, and CPL Director and Deputy Director be made the signing authorities for CPL, where all cheques must be signed by two people one of two staff and one of three Board Trustees
- **Moved by Councillor Asmundson**
  - **Seconded by Trustee Adams**

**carried**

Item 852      2015 Board Meeting Schedule

- #13**      Motion that the Board approve the recommended schedule which includes modifications to the meeting schedule so that the summer hiatus occurs in June and July and hold a regular Board meeting in August
- **Moved by Trustee Whelan**
  - **Seconded by Councillor Asmundsun**

**defeated**

**#14**      Motion to retain existing Board meeting schedule

- **Moved by Trustee McBride**
- **Seconded by Trustee Asmundson**

**carried**

Item 853      CLA Statement on Intellectual Freedom

**#15** Motion that the Board approve that the Coquitlam Public Library Board adopt the Canadian Library Association Statement on Intellectual Freedom in Libraries, as revised in 2015.

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

**carried**

Item 854 Room Booking

**#16** Motion that the Board approves a room booking request for tutoring in Room 8 at Poirier on Saturdays from January 30<sup>th</sup> to the end of March 2016.

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

**carried**

### **ADJOURNMENT**

Regular Board Meeting adjourned at 8:35

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

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

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

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

Minutes taken by Silvana Harwood, Deputy Director

**THE NEXT REGULAR BOARD MEETING**

**6:00 PM**

**March 23, 2016**

**Board Room**

**Coquitlam Public Library – Poirier Branch**

**575 Poirier Street, Coquitlam, BC**