

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, January 23, 2017 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Erin Adams, Trustee
Alice Hale, Chair
Naresh Sahota, Trustee
Bonita Zarillo, Trustee/Councillor
Julie Fisher, Trustee
Brian McBride, Trustee
Dave Whelan, Trustee

Also Present: Todd Gnissios, Director
Silvana Harwood, Deputy Director & Director, Technologies
Anthea Goffe – Director, Community Engagement
Maryn Ashdown – Director, Customer Experiences
Sandra Haluk, Office Manager (minute taker)

Regrets: Matt Djonlic, Trustee
Sandra Hochstein, Trustee

CALLED TO ORDER

Item 01 Call to Order

Todd Gnissios, Executive Director called the meeting to order at 6:10 pm

Item 02 Welcome our new Board Trustees

Trustee Fisher and Trustee/Councillor Zarillo introduced to the 2017 Board

Item 03 Approval of Agenda

#01 THAT the Agenda be received

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

carried

Item 04 Review of Board Committees & Appointments

#02 THAT the CPL Board accept standing committees as presented

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

Item 05 Review Standing Committee Terms of Reference

- #03** THAT the CPL Board approve the Terms of Reference as written with direction to the committees to review at their first meeting in 2017.

carried

Item 06 Board Elections for 2017

Election of Officers

- (i) Election of Chair
Nominations for Chair were called three times:
- Trustee Whelan nominated Trustee Hale
 - Seconded by Trustee Sahota
 - Nomination accepted by Trustee Hale
- No further nominations received

Trustee Hale acclaimed as Chair of the Library Board of Trustees for 2017

Executive Director Gnissios transferred meeting chair to Trustee Hale

Item 07 Elections continued

Election of Vice Chair, Treasurer, Board Committees and Board Representatives

- (ii) Election of Vice-Chair
Nominations for Vice-Chair were called three times:
- Trustee McBride nominated Trustee Sahota
 - Seconded by Trustee Adams
 - Nomination accepted by Trustee Sahota
- No further nominations received

Trustee Sahota acclaimed as Vice-Chair of the Library Board of Trustees for 2017

- (iii) Election of Treasurer
Nominations for Treasurer were called three times:
- Trustee Whelan nominated Trustee McBride
 - Seconded by Trustee Adams
 - Nomination accepted by Trustee McBride
- No further nominations received

Trustee McBride acclaimed as Treasurer of the Library Board of Trustees for 2017

- (iv) Election of Board Committees
1. Finance & Audit Committee (one trustee)
Trustee Sahota volunteered
 2. Human Resources Committee (one trustee)
Trustee Whelan volunteered

3. Policy and Governance Committee (two trustees)
Trustees Adams, Fisher and Zarillo volunteered
 4. Advocacy and Fund Development (two trustees)
Trustees Adams, Djonlic and Fisher volunteered
 5. Planning and Development (four trustees)
Trustees Adams, Hochstein, Sahota and Whelan volunteered
- (v) Election of Board Representatives
1. InterLINK Representative & alternate
 - Trustee Hochstein volunteered
 - Trustee Whelan as alternate
 2. BCLTA Representative
 - Trustee Fisher volunteered
 3. Friends of the Coquiltam Public Library Representative and alternate
 - Trustee Whelan volunteered
 - Trustee Djonlic as alternate
 4. City of Coquiltam Arts and Culture Committee Representative
 - Trustee/Councillor Zarillo nominated Executive Director Gnissios
 - Seconded by Trustee Adams
 - Nomination accepted by Executive Director Gnissios

#04 THAT the CPL Board accept Executive Director Gnissios as representative to the City of Coquiltam Arts and Culture Committee

- **Moved by Trustee/Councillor Zarillo**
- **Seconded by Trustee Adams**

carried

#05 THAT the CPL Board confirm all appointments

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

carried

Item 08

BCLTA – The Effective Board Member (2012)

Document received and reviewed by Chair Hale – recommends Trustees read document.

Consider a Facilitator attend a Board meeting to assist with Governance

CONSENT AGENDA

Items received

09 Documents, Reports, Correspondence:

- 09-01 Thank you note from Mary Beth Folino - retirement
- 09-02 2017 Approved Financial Plan Funding
- 09-03 Richmond Public Library letter acknowledging Dr. Lee payment
- 09-04 Letter to the editor, Tri-City News [LINK]
- 09-05 Library response, not published to date
- 09-06 Friends, Letter of Thanks for Donation

10 Publications/Newsletters:

- 10-01 CPL Events Guide Winter 2017

11 Board Minutes & Reports:

- 11-01 Minutes of the November 23, 2016 Regular Board meeting
- 11-02 Action Issue Log 2016 [FINAL]
- 11-03 Action Issue Log 2017
- 11-04 Human Resources Committee, December 15, 2016 (no minutes)

12 Other Meeting and Representative Reports:

None received

- #06** THAT the consent agenda be approved and action item 09-05 moved to Item 13 for discussion

- **Moved by Trustee Whelan**
- **Seconded by Trustee Sahota**

carried

13 Action items arising from Consent Agenda

Document 09-05 Library response, correction to paragraph 3 – *2016-2018 Strategic Plan*

14 InterLINK – no report:

15 Arts and Culture Representative – no report

16 Friends of CPL – Trustee Whelan - verbal report:

- Trivia Night 2017 – Friday, April 7 at the Poirier branch – as in past years participation from the Board is welcomed
- \$5,000 donation to CPL for Library Link Tech Centre – FOL wish to be recognized, e.g. photo with the Board, photo with large cheque - post in SNAP
- Continuing to look for 'new' members

17 Council Report – City Councillor, Trustee Zarillo – verbal report:

- Opportunities for Advocacy – upcoming events the Board could attend
- Coquitlam Neighbourhood Plan (3 open houses – Feb 1, 8 & 11)
- Senior Strategy Plan – Feb 6, Council presentation
- Partington Creek Community Centre - planning
- Youth Strategy Plan – Fall 2017

18 Director's Report:

Received report

Highlights:

- Installed projector and sound system to allow broadcasting the same image across joint meeting rooms #136 & 137 – increasing booking capacity to over 200
- New self-checkout machines installed at PO – usage increased from 30% to 50% by mid-December
- Modular office install for new 'Manager, Customer Experience & Facilities' completed

In addition:

- ED requested feedback on the possibility of a sponsored sound and media service at CC with a community partner. The Board supports the Executive Director to continue to explore this opportunity.

19 Financials:

19-01 Financials (activities, position & Library Link) ended November 2016

19-02 Financials (activities, position & Library Link) ended December 2016

- Provided at next meeting, February 22, 2017

Received reports

- Trustee McBride recommends \$450,000 investment be addressed in Finance Committee

#07 THAT the CPL Board accepts financials as presented

- **Moved by Trustee Whelan**
- **Seconded by Trustee McBride**

carried

Item 20 ITEMS FOR DISCUSSION AND/OR DECISION

21 New Business

22 Signing Officers for 2017

No changes from previous year – no motion necessary

23 2017 Board Meeting Schedule

Draft Annual Meeting Schedule & Events - received

#08 THAT the CPL Board confirm August 16, 2017 date for a regular board meeting and to include budget proposal to the City

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

carried

#09 THAT the CPL Board remove from the schedule Regular Board Meeting March 22, 2017

- **Moved by Trustee Sahota**

- **Seconded by Trustee Adams**

Vote outcome: 5 for vs. 2 against

carried

24 2017 Board Contact Information Sheet
Received. All revisions/changes forward to Office Manager

25 Letter to MLA's in support of Libraries Branch funding increase
Sample letter received.

#10 THAT the CPL Board approves sending a letter to the local MLA's in support of the Select Standing Committee's recommendation for a funding increase and ongoing inflationary increase to be signed by the Board Chair and Executive Director

- **Moved by Trustee McBride**
- **Seconded by Trustee Adams**

Motion # 10 Amended by Trustee/Councillor Zarillo

THAT the CPL Board approves sending a letter to the local MLA's and 'cc' City Council-Municipalities – Coquitlam, Port Coquitlam, Port Moody, Anmore & Belcarra in support of the Select Standing Committee's recommendation for a funding increase and ongoing inflationary increase to be signed by the Board Chair and Executive Director

carried

26 Old Business

No old business

#11 THAT the CPL Board move to in-camera

- **Moved by Trustee Fisher**
- **Seconded by Trustee/Councillor Zarillo**

Carried

Moved in camera at 8:01 pm

27 In-Camera items:

28 Bargaining Update

29 Labour Relations Update

Out of In-Camera

Moved out of in camera at 8:14 pm

Meeting adjourned

'Trustees only' meeting continued in camera

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

February 22, 2017

Board Room

Coquitlam Public Library – Poirier Branch

575 Poirier Street, Coquitlam, BC