

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, February 28 2018 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Erin Adams, Trustee
Alice Hale, Chair
Brian McBride, Treasurer
Dave Whelan, Trustee
Julie Fisher, Trustee
Sandra Hochstein, Trustee
Naresh Sahota, Vice Chair

Also Present: Todd Gnissios, Executive Director
Anthea Goffe, Director, Community Engagement
Maryn Ashdown, Director, Customer Experiences
Sandra Haluk, Office Manager (minute taker)

Regrets: Matt Djonlic, Trustee
Bonita Zarrillo, Trustee/Councillor

EDUCATION SESSION

02 Item CFLA Intellectual Freedom Statement and Library Values (5:50 pm – 6:18 pm)
Presentation by Todd Gnissios, Executive Director

CALLED TO ORDER

01 Item Call to Order

#14 THAT the meeting be called to order

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

carried

Alice Hale, Chair called the meeting to order at 6:18 pm

03 Item Approval of Agenda
03-1 New agenda template

#15 THAT the CPL Board accepts the new agenda on a trial basis for a couple of months

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

carried

04 Item New Business

05 Item 2017 Audited Financial Statements

Audit and Finance Committee met with KPMG Auditors on February 20, 2018 to review audit. Audit was given a 'clean opinion', no qualifications and/or concerns. Auditors were complimentary of the staff involved in the audit. Board also extended their thanks and acknowledged the staff.

#16 THAT the CPL Board accepts the Finance and Audit Committee's recommendation to approve the Coquitlam Public Library 2017 Audited Financial Statements ended December 31, 2017

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

carried

06 Item 2017 Libraries Literacy Report (to Province)

The 2017 Libraries Branch Grant Report – Coquitlam Public Library was presented and received

#17 THAT the CPL Board reviewed and received the 2017 Libraries Branch Grant Report as presented

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

carried

07 Item Coquitlam Foundation 'kickin-it country' fundraiser, April 13, 2018

#18 THAT the CPL Board approves purchasing up to 3 tickets for Trustees who are able to attend event

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

carried

ACTION: Refer to the Policy Committee - Trustees attending events on behalf of the library allow taking a partner/spouse

08 Item Old Business
None

Approval of Consent Agenda

Items received

09 Item Documents, Reports, Correspondence

- 09-01 2018 Board & Executive Contact Info sheet
- 09-02 2018 Board Committee and Representative sheet
- 09-03 Thank you note – T. Chamberlain
- 09-04 Comment forms

- 09-05 BCLTA Conference, May 12, 2018
- 09-06 News Release – Coquitlam Foundation Directors

10 Item Publications/Newsletters

- 10-01 None

11 Item Board Minutes, Committees & Reports

- 11-01 Minutes Regular Meeting, January 23, 2018 – amend ‘Present’ to include Trustee Adams
- 11-02 Action and Issue Log
- 11-03 Planning Committee, February 19, 2018 [minutes at April mtg.]
- 11-04 Finance Committee, February 20, 2018 [minutes at April mtg.]
- 11-05 Advocacy Committee, February 21, 2018 [minutes at April mtg.]
- 11-06 Policy Committee, February 22, 2018 [minutes at April mtg.]

12 Item Other Meeting and Representative Reports

- 12-01 InterLINK Board – Trustee Hochstein – future reports submitted in writing
- 12-02 Arts and Culture Representative – ED Gnissios
- 12-03 Friends of CPL – Trustee Djonlic – no written report
- 12-04 Council Report – City Councillor/Trustee Zarrillo – no written report

13 Item Executive Director’s Report

- 13-01 ED’s report – in addition: Reviewed ‘inclement weather’ document issued to all staff; Poirier/Austin property development by Haraman Real Estate Developers
- 13-02 Statement of Financial Activities to January 31, 2018 [DRAFT]
- 13-03 Cash Flow Projections to March 31, 2018
- 13-04 Quarterly Statistics 2017 [year end]

ACTION ITEM: Include historical context, e.g. events, dates....that may have an impact on the stats

- 13-05 2018 Operating Budget [FINAL]

#19 THAT the Consent Agenda be received

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

carried

14 Item Action items arising from Consent Agenda

- Item 12-03 - Friends of CPL
 - Quiz Night – Friday, April 20, 2018. Theme: ‘Out of this World’ (Sci-Fi)
 - Board attend event ‘Board Table’
 - Raffle Prize donated by the CPL Board

#20 THAT the CPL Board approves the purchase of a Board Table and of a raffle prize for the Friends of the CPL Quiz Night on April 20, 2018 to a maximum value of \$ 350.

- **Moved by Trustee Whelan**
- **Seconded by Trustee Fisher**

carried

15 Item Public Library InterLINK Agreement (revised December 5, 2017)

Recommended by the Library Act and by legislation must be approved.

#21 THAT the CPL Board accepts the revised InterLINK Agreement as presented and authorizes CPL authorized representatives to sign on CPL's behalf

- **Moved by Trustee Whelan**
- **Seconded by Trustee Hochstein**

Carried

In addition:

- Trustee Hochstein is on the InterLINK Governance & Planning Committee
- New to BC – receive additional funding
- Project Lead – educating Library managers, transferring training to include lower level staff

16 Item In-Camera Items (move in-camera)

Regular meeting adjourned at 7:30.

Executive Director and Board moved in-camera

Moved in-camera at 7:40 pm

#22 THAT the CPL Board move in-camera

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

carried

17 Item In Camera: KPI's & Salaries and Benefits Presentation & discussion

#24 THAT the CPL Board move out of in-camera

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

Carried

Moved out of in-camera at 9:10 pm

#23 THAT the CPL Board receives the Executive Director's Key Performance Indicators presentation and approves the next steps as outlined

- **Moved by Trustee Fisher**
- **Seconded by Trustee Whelans**

Carried with one abstention

18 Item Adjournment

#25 Motion to adjourn

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

Adjourned at 9:10 pm

Todd Gnissios, Director
Secretary to the Board

Alice Hale, Chair
Library Board

Date Signed: _____

Date Signed: _____

Minutes taken by Sandra Haluk, Office Manager

<p>THE NEXT REGULAR BOARD MEETING</p> <p>6:00 PM</p> <p>April 25, 2018</p> <p>Board Room</p> <p>Coquitlam Public Library – Poirier Branch,</p> <p>575 Poirier Street, Coquitlam, BC</p>
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