

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, February 24, 2016 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Alice Hale, Trustee
Naresh Sahota, Trustee
Dave Whelan, Trustee
Councillor Brent Asmundson, Trustee

Brian McBride, Trustee
Sandra Hochstein, Trustee
Matt Djonlic, Trustee
Kelly Zimmer, Trustee

Also Present: Todd Gnissios, Director
Silvana Harwood, Deputy Director
Sandra Haluk, Office Manager (minute taker)
Anthea Goffe, Manager Community Services
Brenda Meade Husain, Manager Member Services

Regrets: Erin Adams, Trustee

CALLED TO ORDER

Alice Hale, Chair called the meeting to order at 6:02 pm

Item 200 Approval of Revised Agenda

#17 THAT the revised agenda be received

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

carried

APPROVAL OF MINUTES

Item 275 Approval of the revised minutes of the meeting of January 27, 2016

#18 Motion to approve the revised minutes with following amendment: Note Trustee Djonlic absent at January 27, 2016 meeting

- **Moved by Trustee/Councillor Asmundson**
- **Seconded by Trustee Whalen**

carried

Item 280 Action Issue Log 2016 – received

CONSENT AGENDA

#19 THAT the consent agenda be received as revised: Item 501 was withdrawn and verbal report given by Trustee Hochstein

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

carried

Item 300 Documents & Reports - received

- 301 2016 Board Committee Structure - revised
- 302 2016 Board Contact Information - revised
- 303 2016 Board Committee & Representatives - revised
- 304 2016 Meeting Schedule - revised

325 Publications/Newsletters - received

- 326 Literacy News for February [LINK]
- 327 Syrian Resettlement Newsletter #6 [LINK]
- 328 Tri-Cities Local Immigration Partnership Community Feedback report

500 Other Meeting and Representative Reports - received

- 501 InterLINK – withdrawn, see Item #550
- 502 BCLTA – separate email (February 2016)
- 503 City of Coquitlam Arts and Culture Committee Report

End of Consent Agenda

Item 550 InterLINK – (Trustee Hochstein) - verbal report

- February 23, 2016 InterLINK meeting – reviewed Strategic Plan with consultant, Visionary Statement. To be discussed in more detail at next Board meeting - expect document for approval in March.
- Director reported on AAG sub-group on Strategic Plan Committee – significant services increased (expansion) to be paid by libraries, increase marketing budget
- Port Moody library hosts Writer in Residence – workshops, broadcasts, teachings

Item 600 Friends of the CPL – (Trustee Whelan) - verbal report

- Quiz Night – April 8, 2016 at City Centre branch (finalized). ‘Friends’ are hoping the Board will sponsor a raffle prize and purchase table a table as in previous years.

#20 Motion that the CPL Board sponsor a raffle prize for the Friends of the CPL Quiz Night to a value of \$ 300.

- **Moved by Trustee Whelan**
- **Seconded by Trustee Djonlic**

carried

#21 Motion that the CPL Board sponsor a table of 8 at the Friends of the CPL Quiz Night on April 8, 2016

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

carried

ACTION ITEM: Trustee Whelan to ask Friends of the CPL to send a formal request for the use of premises on April 8, 2016

- Annual Bridge Tournament – November (tbd)
- Library projects – CPL send formal requests for use of funds outlining needs
- Donated \$ 5,000 for ESL materials for patrons to learn English

#22 Motion that the CPL Board Chair write a letter of thanks to the Friends of the CPL for the generous \$ 5000 donation

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

carried

- Trustee Whelan noted the Friends of the CPL are a very dedicated group

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

- Framework of the Arts & Culture Master Plan & Parks Master Plan moving forward
- Attended a meeting at a Mosque in Port Coquitlam bringing organizations together/pull resources to assist Syrian refugees
- City Strategic Plan – approved and available on City’s website

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

Director’s Report Highlights:

- One Desk Initiative Report submitted to staff and Union
- Staff drop-in sessions at both branches (2 at each location) went well – focus: budget and strategic plan
- Library Link attended Coquitlam Centre Mall’s celebration of Family Literacy Day on January 27th

Item 704 **Financials** (Director Gniissios)

Overview of ‘Draft’ Financials to January 31, 2016 – report received and accepted for information

Item 704.1 Statement of ‘Draft’ Financial Activities ended January 31, 2016 – report received

Item 704.2 Statement of ‘Draft’ Financial Position as at January 31, 2016– report received

Item 800 ITEMS FOR DISCUSSION AND/OR DECISION

Item 825 Old Business

Item 826 Budget 2016 – revised (Director Gnissios)

#23 Motion to approve the revised 2016 budget as presented

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

carried

Item 827 Library Link Service Expansion (Director Gnissios)

- Director outlined plans to extend service and options
- Discussion ensued on the value of the service, the cost benefit of the service, and the needs of the community
- Board will meet with City Council – provide information on the library link expansion and why the Board feels it is an important service to the community

#24 Motion that the CPL Board approve the recommendations outlined in the Library Link Service Expansion document

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

carried

ACTION ITEM: Include reports/updates on Library Link in Director’s Report

ACTION ITEM: Plan a venue in April and invite Council to a presentation – refugee response, Library Link, Strategic Plan

Item 850 New Business

Item 851 2015 Audited Financial Statements – received

- Trustee McBride, Trustee Sahota and Director Gnissios met with KPMG auditors on February 23, 2016 and reviewed 2015 Audited Financial Statements. Clean audit - no misstatements, no errors. Feedback from KPMG was very favourable and the Board would like to thank and recognize Donna Maddalozzo, CGA for her assistance and providing KPMG auditor’s all necessary documents promptly and efficiently.

#25 Motion that the CPL Board approve the Financial Statements as presented

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

carried

Item 852 Tri-Cities Children’s Accord 2016 and Children’s Rights Proposal

#26 Motion that the CPL Board approves the 2016 Tri-Cities Children’s Accord and Tri-Cities Charter of Rights and authorizes the Board Chair or designate to sign on behalf of the Library.

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

carried

Item 853 Room Booking Request
 - Request for meeting room booking requiring Board approval

#27 Motion that the CPL Board approve the room booking request for mental health workshops for multiple sessions in meeting rooms at City Centre Branch during the month of March.

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Whelan**

carried

#28 Motion that the CPL Board move out of regular board meeting and into in-camera meeting at 7:38 pm

- **Moved by Trustee/Councillor Asmundson**
- **Seconded by Trustee Zimmer**

carried

Item 900 In-Camera Item

Item 901 Labour Relations Matter

#29 Motion that the CPL Board move out of in-camera meeting and into regular meeting at 7:46 pm

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

carried

ADJOURNMENT

#30 Motion to adjourn

- **Moved by Trustee/Councillor Asmundson**
- **Seconded by Trustee Sahota**

carried

Regular Board Meeting adjourned at 7:47 pm

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
March 23, 2016
Board Room
Coquitlam Public Library – Poirier Branch
575 Poirier Street, Coquitlam, BC