

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, November 23, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Erin Adams, Trustee
Alice Hale, Chair
Brian McBride, Trustee
Matt Djonlic, Trustee
Naresh Sahota, Trustee
Brent Asmundson, Trustee/Councillor

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

Regrets: Dave Whelan, Trustee
Sandra Hochstein, Trustee
Anthea Goffe – Director, Community Engagement

CALLED TO ORDER

Item 01 Call to Order

#83 Call to order

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

carried

Alice Hale, Chair called the meeting to order at 6:00 pm

Item 02 Approval of the Agenda

Item 03 – Council Report – City Councillor/Trustee Asmundson moved to follow Item 10 – Friends of CPL report and Item 04 – Tour of Reading Lounge & Poirier front entrance to follow Consent Agenda

#84 THAT the agenda be received as amended

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

Carried

APPROVAL OF CONSENT AGENDA

Items received

05 Documents, Reports, Correspondence:

- 05-01 Celebrate Diwali! – Library program invitation
- 05-03 Public Libraries Branch, Ministry of Education, Strategic Plan [LINK]

06 Publications/Newsletters:

- 06-01 BCLTA Bulletin November 2016 (separate email)
- 06-02 Syrian Resettlement Newsletter #14 [LINK]
- 06-03 GAR Bulletin – refugee statistics [LINK]

07 Board Minutes & Reports:

- 07-01 Board Meeting Minutes, October 26, 2016
- 07-02 Human Resources Committee Meeting, November 1, 2016 (no minutes)
- 07-03 Action Issue Log 2016
- 07-04 City Council Budget 2017 Presentation [LINK]
- 07-05 City Council Budget 2017 Speaking notes

08 Other Meeting and Representative Reports:

None received

#85 THAT the consent agenda be received as presented

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

Carried

04 Tour of Reading Lounge & Poirier Front Entrance - 6:06 pm – 6:32 pm

- Board toured the Reading Lounge, Front Entrance, one-desk service (help) and 'new' self-checkouts in IT department

09 Action items arising from Consent Agenda:

- No items

10 InterLINK – no report:

- Next meeting November 29 – report follow-up at January 25, 2017 meeting

11 Arts and Culture Representative – Matt Djonlic

- Report follow-up at January 25, 2017 meeting

12 Friends of CPL – verbal report:

- Trivia Night 2017 – Friday, April 7th

03 Council Report – City Councillor, Trustee Asmundson – verbal report:

- Budget readings: 1st read - December 5th and final read – December 12th
- Public Hearing November 28th – two high-rise proposals; 49 story building (Como Lake & Clarke) and a 15 story Market Rentals-long term with housing agreements
- Councillor Asmundson will be moving on and a new representative will be assigned for 2017. He has enjoyed his two years and agrees with the direction the Director and Board are moving. Expressed thanks to the Director's great changes

- Board Chair - on behalf of the Board expressed thanks for his commitment to the library and Board
- Coquitlam Curling Club – direction to move club to Port Moody to open additional ice for hockey and public skating in Coquitlam

13 Director’s Report:

Received report

Highlights:

- Email server upgraded – email testing underway next week
- ‘Friends’ donated \$ 2,300 for STEM training and an additional \$ 5,000 coming - choice from a list of ‘literacy’ items prepared by the Director
- Chair recommend a thank you letter on behalf of the Board

#86 THAT the CPL Board send a thank you letter to ‘Friends of Coquitlam Public Library’ for their generous donation

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Adams**

Carried

14 Financials:

14-01 Financials (activities, position & Library Link) ended October 2016

14-02 Financials – cash flow projections

Received reports

- Reviewed cash flow and agreed to continue completing monthly projections and provide the Board quarterly statements

#87 THAT the CPL Board accepts both financial reports; item 14-01 and item 14-02

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

Carried

Item 15 ITEMS FOR DISCUSSION AND/OR DECISION

16 New Business

17 2016 Year End Capital Fund motions

#88 THAT the CPL Board approves the transfer of \$25,000 from the Reading Lounge Capital reserve to the 2016 Operating Budget to cover a portion of the costs creating the Reading Lounge, closing this capital reserve

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

Carried

- #89** THAT the CPL Board approves the transfer of up to \$15,525 of the Innovation Hub Capital reserve to the 2016 Operating Budget to cover the final costs of creating the Innovation Hub, closing this capital reserve
- **Moved by Trustee Adams**
 - **Seconded by Trustee Djonlic**
- Carried**

- #90** THAT the CPL Board approves the transfer of up to \$2,310, and up to an additional \$20,000 for the speaker/announcement upgrade spent prior to December 31, 2016, from the Security & Equipment (one-time upgrade) capital reserve fund
- **Moved by Councillor/Trustee Asmundson**
 - **Seconded by Trustee Sahota**
- Carried**

- #91** THAT the CPL Board approves the transfer of \$75,000 operating funds to the Computer Equipment Sustainability Fund capital reserve on December 31, 2016
- **Moved by Trustee Adams**
 - **Seconded by Trustee Sahota**
- Carried**

18 **Old Business**

19 No old business

- #92** THAT the CPL Board move to in-camera
- **Moved by Trustee Djonlic**
 - **Seconded by Trustee Sahota**
- Carried**

Moved in camera at 7:23 pm

- 20** **In-Camera items:**
- 20-01 Labour Relations Update (late addition to in-camera agenda)
 - 20-02 Bargaining Update
 - 20-03 Trustee Recommendation – online vote ratification

- #93** THAT the CPL Board ratify online vote
- **Moved by Trustee Adams**
 - **Seconded by Councillor/Trustee Asmundson**
- Carried**

Out of In-Camera

- #94** THAT the CPL Board move out of in-camera and back to regular meeting
- **Moved by Trustee Djonlic**
 - **Seconded by Trustee Sahota**

Carried

Moved out of in-camera at 7:45 pm

ITEM 1000 ADJOURNMENT

#95 Motion to adjourn

- **Moved by Trustee McBride**
- **Seconded by Trustee Djonlic**

Carried

Meeting adjourned at 7:45 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
January 25, 2016
Board Room
Coquitlam Public Library – Poirier Branch
575 Poirier Street, Coquitlam, BC