

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 26, 2017 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Julie Fisher, Trustee
Sandra Hochstein, Trustee
Naresh Sahota, Vice Chair
Erin Adams, Trustee (6:00 pm – 8:30 pm)
- Via Teleconference

Alice Hale, Chair
Brian McBride, Treasurer
Bonita Zarrillo, Trustee/Councillor

Also Present: Todd Gnissios, Executive 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
Dave Whelan, Trustee

CALLED TO ORDER

01 Item Call to Order

#23 THAT the meeting be called to order

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

carried

02 Item Approval of Agenda

#24 THAT the Agenda be received

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

carried

Approval of Consent Agenda

#25 THAT the Consent Agenda be received and Item 03-03 pulled out for discussion

- **Moved by Trustee Sahota**
- **Seconded by Trustee Fisher**

carried

Items received

03 Item Documents, Reports, Correspondence

- 03-01 All Nations, Letter of support
- 03-02 Policy, Mobile Technology
- 03-03 Workplace Violence Risk Assessment, City Centre Branch
- 03-04 City of Coquitlam Archives, letter
- 03-05 April – June Events newsletter

04 Item Publications/Newsletters

none

05 Item Board Minutes, Committees & Reports

- 05-01 Minutes of the February 22, 2017 Regular Board meeting
- 05-02 Action Issue Log 2017
- 05-03 Policy Committee Meeting, February 3, 2017
- 05-04 Advocacy Committee Meeting Minutes [Draft], April 5, 2017
- 05-05 Human Resources Committee, February 22, 2017
- 05-06 Human Resources Committee, April 12, 2017 (no minutes)
- 05-07 2017 Board & Executive Contact Information [REV]
- 05-08 Terms of Reference Revisions – adding electronic meetings Finance and Audit Committee; Human Resources Committee; Policy and Governance Committee; Advocacy and Fund Development Committee; Planning and Development Committee

06 Item Other Meeting and Representative Reports

- 06-01 Culture Services Advisory Committee Representative – report

07 Item Action items arising from Consent Agenda

- 07-01 Item 03-03 Workplace Violence Risk Assessment, City Centre Branch

Discussed - WCB compliance, expertise in preparing assessment, next steps, staff training, document distribution (all staff-internal use), philosophy, security guards, safety issues, trends and patterns. Incident reports are sent to OH&S joint committee comprised of Management and Union.

The Board thanks and appreciates the effort by staff in preparing the report and providing Board awareness

08 Item InterLINK Board Report – Trustee Hochstein

Written report – received

09 Item Friends of the CPL – Silvana Harwood – verbal report

- Quiz Night'17 raised approximately \$3,000. Survey of attendees - Poirier branch venue preferred
- \$2,500 to be donated towards Canada's 150 year library programming events
- \$500 donation in memory of Wendy and Hariza, long term Friends members who passed in the past year
- On behalf of the Board, Thank you to the 'Friends' for their commitment and continued support.

10 Item Council Report – City Councillor/Trustee Zarrillo – verbal report

- Town Centre Park – master planning process presented to public end of May
- Possible parking issues: 1. Church operating out of Centennial and using library parking as overflow – follow-up with formal request from group. Per the City's by-

law the group may advertise with one banner and one sandwich board.
2. Farmer's market starting up again and potential of using library parking as overflow – will monitor.

- Community initiative – 'New' Panhandling Working Group to control panhandling in the City Centre. Suggest adding Library to group.

11 Item Director's Report

Written report – received

Highlights:

- Library Link WiFi upgrade – allow staff to work online
- Library Link Mail-out completed – seeing a modest increase in visitors
- Emergency Exit (stairwells) – issues currently under review/discussion with City and Henderson Mall
- Trustee Hochstein commented on an individual incident around quality of service

11-01 Quarterly Statistics
Statistics – received

12 Item Financials

12-01 Financials [activities, position & Library Link] ended March 31'17 – received

- Reviewed financials

ACTION ITEM: Director will document variance comments with report.

#26 THAT the CPL Board receive the Financials as presented

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

carried

12-02 Coquitlam Public Library Living Legacy Fund, ended Dec 31, 2017 – received

- Foundation is open to change language to fund and allow CPL access for capital use. Trustee Fisher will provide a draft of possible change.

13 Item ITEMS FOR DISCUSSION AND/OR DECISION

14 Item New Business

15 Item SOFI – Statement of Financial Information 2016 - received

#27 THAT the CPL approve the SOFI 2016 report as presented

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

carried

16 Item Board City Council Wine & Cheese event – information document received

- Reviewed agenda and presentation topics: Library Usage (meeting rooms); Literacy Skills in 21st Century; Trends
- Discussed extending invite to the City's E-team (5 GM's)

ACTION ITEM: Director to send invite to the City's Executive Team on behalf of the

Board

17 Item Annual Report to the Community 2016 – report received

#28 THAT the CPL Board receive the Annual Report to the Community 2016 as presented

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

carried

18 Item 2016 Libraries and Literacy Grant Report – report received

Report prepared by Silvana Harwood

- Report goes to the Ministry of BC to demonstrate how we met their objectives

#29 THAT the CPL Board accept the report as presented

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

carried

19 Item CC HVAC upgrades – sole source and budget approval - document received
Request for budget variance – allow going into deficit in Furniture & Equipment

#30 THAT the CPL Board approve the variance as presented and exceeding the budgeted amount for furniture and equipment

- **Moved by Trustee McBride**
- **Seconded by Trustee Fisher**

carried

20 Item Old Business

21 Item Audited Financial Statements online vote – ratification

#31 THAT the CPL Board ratify the online vote approving the 2016 Audited Financial Statements

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

carried

22 Item 2016 Audited Financial Statements [FINAL]
Document received

23 Item Tri-Cities Early Childhood Development Community Accord ratification & signing
Document received

- Approve Accord for 2017/18

#32 THAT the CPL Board approve ratifying the Accord for 2017/18 and appoint Trustee Fisher a signatory to attend and sign on behalf of the Library Board

- **Moved by Trustee/Councillor Zarrillo**

- **Seconded by Trustee Hochstein**

carried

- 24 Item** Board Governance Training – feedback and discussion
- 24-01 VantagePoint Governance Training Outcomes
 - Document - received as revised at Advocacy Committee Meeting
 - 24-02 VantagePoint Risk Appetite Statement
 - Draft statement attached
 - 24-03 VantagePoint Risk Register [SAMPLE]
 - Risk Register document - received
 - 24-04 VantagePoint Risk Policy [SAMPLE]
 - Risk Management Policy – received
 - 24-05 VantagePoint – Fiduciary Director’s Checklist
 - Checklist – received
 - 24-06 Follow-up courses
 - Deferred. Follow-up with VantagePoint at a later date on outcome

Comments: Overall very good session – sharing points of view and team building. Agreed that committees need to meet to discuss further – Finance, Advocacy and Policy & Governance meet in May/June

25 Item In-Camera Item

- 26 Item** Bargaining Update
- Deferred to June meeting

27 Item Adjournment

#33 THAT the CPL Board adjourn

- **Moved by Trustee Sahota**
- **Seconded by Trustee Fisher**

carried

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

May 24, 2017

Board Room

Coquitlam Public Library – Poirier Branch

575 Poirier Street, Coquitlam, BC