

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Tuesday, July, 2017 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Erin Adams, Trustee
Julie Fisher, Trustee
Sandra Hochstein, Trustee
Naresh Sahota, Vice Chair
Bonita Zarrillo, Councillor/Trustee
Matt Djonlic, Trustee
Alice Hale, Chair
Brian McBride, Treasurer
Dave Whelan, Trustee

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)

CALLED TO ORDER

01 Item Call to Order

#49 THAT the meeting be called to order

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

carried

Alice Hale, Chair called the meeting to order at 6:07 pm

02 Item Approval of Agenda

#50 THAT the Agenda be received

- **Moved by Trustee Fisher**
- **Seconded by Trustee Hochstein**

carried

Approval of Consent Agenda

Items received

03 Item Documents, Reports, Correspondence

03-01 Public Library InterLINK 2016 Report to Members

04 Item Publications/Newsletters

None

05 Item Board Minutes, Committees & Reports

05-01 Minutes of the June 28, 2017 Regular Board meeting

05-02 Action & Issue Log

05-03 Advocacy Committee Meeting, July 11, 2017 (no minutes)

06 Item Other Meeting and Representative Reports

06-01 Culture Services Advisory Committee, June 15, 2017

#51 THAT the Consent Agenda be received

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Hochstein**

carried

07 Item Action items arising from Consent Agenda

None

08 Item InterLINK Board Report

- No report

09 Item Friends of the CPL – Trustee Whelan

- No report

10 Item Council Report – City Councillor/Trustee Zarrillo

- September 20, 2017 'Welcome to Coquitlam' event at City Hall, 2 pm – 8 pm
- Ice rink conversion – curling rink changing to ice skating rink fall of 2018. Extending exterior wall and losing 28 parking spaces
- Partington Creek Neighbourhood Plan – approved. Includes Community Centre

11 Item Director's Report

In addition to written report received:

- Received confirmation of History Room Grant approval – waiting for cheque
- Online surveys underway – Mobile Apps, World Languages (4) and Tech Survey

12 Item Financials

12-01 Cash Flow January to June 2017

#52 THAT the Cash Flow January to June 2017 presented be received

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

carried

13 Item ITEMS FOR DISCUSSION AND/OR DECISION

14 Item New Business

15 Item Board Staff BBQ 2017

- 4th Annual Board/Staff BBQ
- Opportunity for Board to meet with staff

#53 THAT the CPL Board approves the 4th annual Board/Staff BBQ on September 15, 2017

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

carried

Action: Send Board a DOODLE confirming attendance to the event

- 16 Item Strategic Plan, 2019 and beyond – planning - **Alice Hale, Chair**
- Begin thinking of next cycle - giving sufficient time for planning
 - Discussed options and recommended course of action – hire Facilitator to assist/guide and provide input
 - Planning & Development sub-committee will meet prior to September meeting. Strategic Plan committee will discuss options and directions moving forward, eg. set period vs. rolling strategic plan; short list facilitators – cost/timing approach
 - Committee will report back for decision making to the Board as a whole.

Action: Send Planning & Development Committee a DOODLE for a meeting time

- 17 Item Fall 2017 Board Retreat – **Alice Hale, Chair**
- Crucial Conversations, platform for Board dialogue
 - ‘Future of CPL’ – long range view, future state
 - Recommend each Trustee read ‘Crucial Conversations’ creating dialogue
 - Recommend Board meet on a Saturday (9:00 am – noon) in October for brainstorming session

#54 THAT the CPL Board approves the purchase of ‘Crucial Conversations’ (book) for each Trustee

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

carried

Action: Send Board a DOODLE for a Board Retreat date in October

18 Item Old Business

19 Item Budget 2018

- Provided Board Trustees 2018 Budget binders – received and reviewed documents
- 19-01 2018 Base Budget, Summary Funding Request – received
 - 19-02 Comparison 2017 vs 2018 budget – received
 - 19-03 Five Year Operating Budget Plan, 2018 to 2022 – received
 - 19-04 Variance Report 2016 budget to 2016 Actual – received
 - 19-05 New Initiative Capital, Priority 1, Furniture – received and amended
 - 19-06 New Initiative Operating, Priority 2, Increase Open Hours – received and amended

Action: Send IPSOS Reid survey to Councillor Zarrillo - supporting additional open hours

- 19-07 New Initiative Operating, Priority 3, Collections – received
- 19-08 Capital Projects Plan, 2018 to 2022 – received

19-09 Key Achievements – received
19-10 Audit Findings Response Letter – received

#55 THAT the CPL Board approve the 2018 Budget as amended

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

carried

20 Item In-Camera Items

#56 THAT the CPL Board move to in-camera

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

carried

Moved in-camera at 7:45 pm

21 Item Labour Relations – Bargaining Memorandum

#57 THAT the CPL Board move out of in-camera and back to regular meeting

- **Moved by Trustee Fisher**
- **Seconded by Trustee Djonlic**

carried

Moved out of in-camera at 8:01 pm

#58 THAT the CPL Board approves the Memorandum of Agreement between the Library and CUPE, Local 561

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

carried

22 Item Labour Relations – Executive Director Mid-Year Review

#59 THAT the CPL Board defer the Executive Director Mid-Year Review to September board meeting

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

carried

Moved in-camera at 8:25 pm

Motions moved in-camera

#60 THAT the CPL Board approves Cost of Living (COL) increases of up to the amounts discussed in-camera for excluded staff as a component of negotiated increases at the Executive Director's discretion.

- **Moved by Trustee Fisher**

- **Seconded by Trustee Adams**

carried

#61 THAT the CPL Board approves Cost of Living (COL) increases for the amounts discussed in-camera for the Executive Director

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

carried

#62 THAT the CPL Board move out of in-camera and back to regular meeting and adjourn

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Sahota**

carried

Moved out of in-camera and 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

THE NEXT REGULAR BOARD MEETING
6:00 PM
September 27, 2017
Board Room
Coquitlam Public Library – City Centre Branch
1169 Pinetree Way, Coquitlam, BC