

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, September 27, 2017 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Erin Adams, Trustee Julie Fisher, Trustee
Alice Hale, Chair Sandra Hochstein, Trustee
Naresh Sahota, Vice Chair Dave Whelan, Trustee
Bonita Zarrillo, Councillor/Trustee 6:25 pm

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: Brian McBride, Treasurer
Matt Djonlic, Trustee

CALLED TO ORDER

01 Item Call to Order

#63 THAT the meeting be called to order

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

carried

Alice Hale, Chair called the meeting to order at 5:55 pm

02 Item Approval of Agenda

#64 THAT the revised Agenda be received

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

carried

Approval of Consent Agenda

Items received

03 Item Documents, Reports, Correspondence
03-01 Patron Comment – Gender Equality

- 03-02 CLA Annual Report 2015-2016 [LINK]
- 03-03 BCLA Announces MOU with the Association of Book Publishers of BC [LINK]
- 03-04 Info Bulletin – Library to Coordinate Coquitlam’s Canada 150 Mura Project [LINK]
- 03-05 Info Bulletin – Austin Heights Update Aims to Revitalize, Protect Character [LINK]
- 03-06 Coquitlam Foundation AGM news release [LINK]

04 Item Publications/Newsletters

- 04-01 CPL Programs and Events October to December 2017 [LINK]
- 04-02 Culture Days, CPL events poster
- 04-03 Stories from the Street, poster
- 04-04 BCLTA Bulletin, September 2017 [separate email]

05 Item Board Minutes, Committees & Reports

- 05-01 Board Meeting Minutes, July 11, 2017
- 05-02 Action & Issue Log 2017
- 05-03 Advocacy Committee May 4, 2017
- 05-04 Human Resources Committee, July 18, 2017 [no minutes]
- 05-05 Policy Committee, September 20, 2017

06 Item Other Meeting and Representative Reports

- 06-01 Culture Services Advisory Committee

#65 THAT the Consent Agenda be received

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

carried

07 Item Action items arising from Consent Agenda

- 07-01 Policy Committee – recommendation on Policy Approval policy

#65 THAT the CPL Board approve the Policy Approval Policy process as presented

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

carried

- 07-02 Policy Committee – recommendation on policy structure

#66 THAT the CPL Board approve the Policy Structure process as presented

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

carried

- 07-03 Policy Committee – recommendation on Human Resources Policies

#67 THAT the CPL Board approve the Human Resources Policies as presented

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

carried

08 Item InterLINK Board Report – Trustee Hochstein

- 2013 to 2017 Borrower & Lender Report – CPL is largest net borrower
- Reviewing Post-Secondary ILL charges
- Investigating ‘Web Casting’ Board meetings
- Board Self-Evaluation document – Trustee Hochstein to distribute to Board

09 Item Friends of the CPL – Trustee Whelan

- No report. Next meeting Saturday, September 30, 2017

10 Item Council Report – City Councillor/Trustee Zarrillo

- Hot Topic – Rainbow crosswalk. Tentative location near City Centre branch. Board is interested in being involved in some way – Councillor Zarrillo will take request back to Council.

11 Item Director’s Report

In addition to written report received:

- PNE – CPL (part of InterLINK) participated in Library Day event at Fair
- Canada 150 Mosaic Mural event – received grant from City
- CPL enews – first newsletter to go out end of October
- 11-01 Quarterly Statistics – received and reviewed

12 Item Financials - Received

- 12-01 Financials [activities, position & Library Link] ended June 2017
- 12-02 Financials [activities, position & Library Link] ended July 2017
- 12-03 Financials [activities, position & Library Link] ended August 2017
- 12-04 Cash Flow to September 2017 – revised copy received

#68 THAT the CPL Board accept Financials as presented

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

carried

- 12-05 Provincial Government Budget Update [LINK]
- Received

Positive Overview: 50% reduction in MSP Premiums; marginal savings on toll reduction; phase-out PST on electricity bills

Negative Overview: ABE & ESL fees may impact programming & learning tools; increase in carbon tax on some bills

13 Item ITEMS FOR DISCUSSION AND/OR DECISION

14 Item New Business

15 Item Trustee Recruitment, Adhoc Committee

Returning Trustees must re-apply and submit application – Executive Director will advise Trustees as information comes in.

#69 THAT the CPL Board establish a temporary Trustee Recruitment Committee to interview and recommend the required number of candidates to the City Council for appointment as Library Trustees for the 2018 year; further, the committee shall have three members; Trustee's Hale, Fisher and Zarrillo who will review applications and interview prospective candidates in person, or by phone; the Committee will make recommendations on preferred candidates to the Board and the Director will submit the recommended candidates to City Council by the deadline.

- **Moved by Trustee Adams**
- **Seconded by Trustee Hochstein**

carried

16 Item Board Christmas Dinner
Date and location to be determined by majority able to attend and restaurant availability.

#70 THAT the CPL Board invite all Trustees, Executive Leadership Team to the Board Christmas dinner and include food and beverages covered by the Library

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

carried

17 Item Old Business

Review of Board/Staff BBQ – overall very positive. Trustees want more involvement; next year change day of the week (e.g. Thursday) when more staff working and on-site.

Action: Send ProD-day invite to Trustees

18 Item In-Camera Items

#71 THAT the CPL Board moves in-camera

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

carried

Moved in camera at 7:00 pm

19 Item Labour Relations Update

In-camera session with Executive staff adjourned at 7:15 pm

20 Item Executive Director, Mid-Year Report & Review

In-camera session with Board and Executive Director continued to 7:25 pm then Executive Director was excused and Board continued in-camera meeting.

#72 THAT the CPL Board moves out of in-camera

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

carried

Moved out of in-camera at 7:45 pm

#73 THAT the CPL Board approve the Executive Directors Mid-Year Performance Review as presented

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

carried

#74 THAT the CPL Board receive the Performance Management Plan - 2017 as presented

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

carried

21 Item Adjournment

#75 Motion to adjourn

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

carried

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

October 25, 2017

Board Room

Coquitlam Public Library – Poirier Branch

575 Poirier Street, Coquitlam, BC