

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, January 24, 2018 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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

Also Present: Todd Gnissios, Executive Director
Anthea Goffe, Director, Community Engagement
Maryn Ashdown, Director, Customer Experiences
Sandra Haluk, Office Manager (minute taker)

Special Guest: Adam Farrell, Manager – Innovation & Learning, NVDPL
Sean Lee, Director – Korean Society of BC for Fraternity & Culture

Absent: Sandra Hochstein, Trustee

CALLED TO ORDER

01 Item Call to Order – Todd Gnissios, Executive Director

Todd Gnissios, Executive Director called the meeting to order at 6:03 pm

Todd Gnissios, Executive Director introduced Adam Farrell, Manager – Innovation & Learning from North Vancouver District Public Library and Sean Lee, Director – Korean Society of BC for Fraternity & Culture

02 Item Welcome 2018 Board Trustees

Todd Gnissios, Executive Director welcomed back Trustees (no changes)

03 Item Approval of Agenda

#01 THAT the modified Agenda bringing forward in-camera item #29 for discussion follow item #06 be received

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

carried

04 Item Review of Board Committees & Appointments

Reviewed 2018 Standing Committees and Representatives document - CPL Board accepted standing committees as presented

05 Item Review and Approve Standing Committee Terms of Reference

05-01 TOR – Planning and Development Committee [Draft]

05-02 TOR – Policy Governance Committee

05-03 TOR – Advocacy and Fund Development Committee

05-04 TOR – Finance and Audit Committee

05-05 TOR – Human Resources Committee

#02 THAT the CPL Board approve the amended Terms of Reference as written with direction to the committees to review at their first meeting in 2018.

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

carried

06 Item Board Elections for 2018

Election of Officers

(i) Election of Chair

Nominations for Chair were called three times:

- Trustee Whelan nominated Trustee Hale
- Seconded by Trustee Sahota
- Nomination accepted by Trustee Hale

No further nominations received

Trustee Hale acclaimed as Chair of the Library Board of Trustees for 2018

Executive Director Gniissios transferred meeting chair to Trustee Hale

Board Chair took over presiding of meeting

28 Item In-Camera Item (move in-camera)

29 Item Trustee Residency

#03 THAT the CPL Board move in-camera

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

carried

Moved in-camera at 6:10 pm

#04 THAT the CPL Board move out of in-camera

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

Carried

Moved out of in-camera at 6:25 pm

07 Item Elections continued:

Election of Vice Chair, Treasurer, Board Committees and Board Representatives

(ii) Election of Vice-Chair

Nominations for Vice-Chair were called three times:

- Trustee Djonlic nominated Trustee Sahota
- Seconded by Trustee McBride
- Nomination accepted by Trustee Sahota

No further nominations received

Trustee Sahota acclaimed as Vice-Chair of the Library Board of Trustees for 2018

(iii) Election of Treasurer

Nominations for Treasurer were called three times:

- Trustee Whelan nominated Trustee McBride
- Seconded by Trustee Adams
- Nomination accepted by Trustee McBride

No further nominations received

Trustee McBride acclaimed as Treasurer of the Library Board of Trustees for 2018

(iv) Election of Board Committees

1. Finance & Audit Committee (one trustee)
Trustee Sahota volunteered
2. Human Resources Committee (one trustee)
Trustee Whelan volunteered
3. Policy and Governance Committee (two trustees)
Trustees Adams, Fisher and Zarrillo volunteered
NOTE: Board agreed to appoint three trustees as a variance to mandate
4. Advocacy and Fund Development (two trustees)
Trustees Adams, Fisher and Whelan volunteered
5. Planning and Development (four trustees)
Trustees Adams, Sahota, Whelan volunteered

(v) Election of Board Representatives

1. InterLINK Representative & alternate
 - Trustee Hochstein (no change from previous year)

- Trustee Whelan as alternate
2. BCLTA Representative
 - Trustee Fisher volunteered (no change from previous year)
 3. Friends of the Coquitlam Public Library Representative and alternate
 - Trustee Djonlic volunteered
 - Trustee Whelan as alternate
 4. City of Coquitlam Arts and Culture Committee Representative
City appointed Todd Gnissios, Executive Director

CPL Board accepts Executive Director Gnissios appointment by the City to be representative to the City of Coquitlam Arts and Culture Committee - Agreed

Approval of Consent Agenda

Items received

08 Item Documents, Reports, Correspondence

- 08-01 City Grant Letter
- 08-02 Cultural Services Advisory Committee Library Board Appointment 2018
- 08-03 Customer Comment Form

09 Item Publications/Newsletters

- 09-01 CFLA Update

10 Item Board Minutes, Committees & Reports

- 10-01 Regular Board Meeting Minutes, November 22, 2017
- 10-02 Action and Issue Log 2017
- 10-03 Action and Issue Log 2018
- 10-04 ED Annual Board Reporting Schedule
- 10-05 HR Committee – December 11'17 [no minutes]
- 10-06 Board Retreat – Strat Planning Slides, January 13'18
- 10-07 Board Retreat – Strat Planning Notes, January 13'18

11 Item Other Meeting and Representative Reports

- 11-01 BCLTA Board Brief November 2017 [separate email]
- 11-02 BCLTA Board Brief January 2018 [separate email]

#05 THAT the Consent Agenda be received

- Moved by Trustee Adams
- Seconded by Trustee Fisher

carried

12 Item Action items arising from Consent Agenda

None

13 Item InterLINK Board Report

- No report

14 Item Friends of the CPL – Trustee Whelan

- No report

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

- Councillor/Trustee Zarrillo provided and reported on a link on the 'City Centre Plan Update'. Recommendation: Extend an invitation and show the library is engaged and would like to be involved – build partnership.

ACTION ITEM: TG send request to group (Planning & Development) for a 15-30 min presentation to Board re: Overview of Developments

16 Item Director's Report – Received

16-01 Monthly Report

In addition to report:

- Implementation for the additional opening hours at City Centre branch is well underway. City Centre Branch will be open Sunday February 11 and Monday February 12 (Family Day) 10:00 am – 5:00 pm.

16-02 Strategic Plan – final report on 2017 action plan

- Received 2017 Action Plan – overall successful year

17 Item Financials - Received

17-01 Financials [Activities, Position & Library Link] ended December 31, 2017
- unaudited

#06 THAT the CPL Board accepts Financials as presented

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

carried

17-02 Living Legacy Fund – statement to June 30, 2017

18 Item New Business

19 Item 2018 Signing Officers

#07 THAT the CPL Board Chair, Vice Chair, Treasurer and CPL Executive Director and Deputy Director be made signing authorities for CPL, where all cheques must be signed by two people one of two staff and one of three Board Trustees

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

carried

20 Item 2018 Board Meeting Schedule

#08 THAT the CPL Board receive as presented the 2018 Board Meeting Schedule

- **Moved by Trustee Whelan**

- **Seconded by Trustee Fisher**

carried

- 21 Item 2018 Board Contact Information Sheet - Received
- 22 Item 2018 Committees Inaugural Meetings – dates – Received
Policy and Governance Committee – date/time confirmed (Feb 22'18, 4pm-6pm)
Finance and Audit Committee – date/time confirmed (Feb 20'18, 6pm-8pm)
Planning and Development Committee – to be re-scheduled
Advocacy and Fund Development Committee – to be re-scheduled

- 23 Item 2018 Holiday Hours and Closures
- Schedule received

- 24 Item Policy (new) 1.06.008 – Organization Letter of Support
- Approve as presented and review at future Policy and Governance Committee meeting – formalize process

#09 THAT the CPL Board approve Policy 1.06.008 Organization Letter of Support as presented

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

carried

Councillor/Trustee Zarrillo left meeting at 7:45 pm

- 25 Item Regular Meeting Agenda modifications (discussion)
Re-format agenda on a two month trial as follows:
1. Topic/Speaker – Generative Discussion (5:45 pm start)
2. New Business
3. Old Business
4. Consent Agenda
5. Written Reports
6. In-Camera
7. Board Only

26 Item Old Business

- 27 Item 2018 Budget [revised] - Received

#10 THAT the CPL Board approve 2018 budget as presented

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

carried

28 Item In-Camera Items (move in-camera)

#11 THAT the CPL Board move in-camera

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

carried

Moved in-camera at 8:10 pm

30 Item Trustee Meeting

#12 THAT the CPL Board move out of in-camera

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

carried

Moved out of in-camera at 8:24 pm

31 Item Adjournment

#13 Motion to adjourn

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

carried

Adjourned at 8:24 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

February 28, 2018

Board Room

**Coquitlam Public Library – City Centre Branch,
1169 Pinetree Way, Coquitlam, BC**