

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, October 24, 2018 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Julie Fisher, Trustee	Sandra Hochstein, Trustee
Brian McBride, Treasurer	Naresh Sahota, Vice Chair
Dave Whelan, Trustee	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)

Observers: Christine Dunne, Douglas College Student
Jonathan Carlow, Douglas College Student
Evan Fitzgerald, Douglas College Student

Regrets: Alice Hale, Chair
Matt Djonlic, Trustee
Erin Adams, Trustee

CALLED TO ORDER

01 Item Call to Order

Naresh Sahota called the meeting to order at 5:45 pm

02 Item Approval of Agenda

#69 THAT the revised agenda be received

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

carried

03 Item Education Session (5:45 pm – 6:10 pm)

Todd Gnissios, Executive Director attended a 2018 Metro Vancouver Regional Employer Symposium in early October and presented the Board a 'BC Economic update'.

Trustee/Councillor Zarrillo left meeting at 6:10 pm

04 Item New Business

05 Item City Council Inauguration Board representative

Trustees Fisher and Hochstein volunteered to attend the City of Coquitlam 2018 Inaugural Council Meeting on November 5, 2018 to swear in the newly elected Council members

06 Item Business Excellence Awards – update by Executive Director

Coquitlam Public Library - nominated for 'Not-for-Profit of the Year'. Business Awards nominees event on November 6 – table (of 10) purchased and representation by Board, Management & Union Staff

07 Item BC Chamber Kickstart Event – Tuesday, November 27, 2018 (5 pm – 7 pm)
Document received. CPL hosting event.

Trustees are invited to attend – drop-in, no registration required

08 Item BOSS Conference – Trustees Hale and Adams attended

Presentation file received - 'Building Organizational & Sector Sustainability'

09 Item Orientation Packages

09.1 New Trustee Orientation package

Board in favour and recognize the importance and agree to continue with this practice of Library Board New Trustee Orientation. Note: Small revision to 'Duty of Diligence' – update expectation of attending meetings (bullet 2).

Action Item: Update current Trustees USB's – Trustees return USB's for updates

09.2 New City Council/Councillor orientation

Board recommend small group meeting, e.g. Executive Director and Board Chair meet and greet two 'new' Councillors and include meeting with School Trustees separately (4 from Coquitlam).

10 Item Old Business

11 Item 2018 Staff Christmas Party and Annual Awards – update by Executive Director

Staff/Board Christmas/Recognition Event: Friday, November 23, 2018. Awards vendor selected and staff being recognized for their years of service have been advised.

12 Item Candidates Meet Greet and Eat event – feedback

Very well attended (over 100 attendees). Candidates were pleased with turnout and able to mingle and engage in informal chats.

13 Item Financial Package 2019 – further revisions

Per request of City Finance – Executive Director revised documents

- 13.1 Summary Funding Request
- Revised document received
- 13.2 Priority 2 New Operating Webpage
- Revised document received
- 13.3 Priority 3 New Operating Seniors Services
- Revised document received

Approval of Consent Agenda

Items received

14 Item Documents, Reports, Correspondence

- 15 Customer Comment – Library Link
- 16 Customer Comment – Children’s Programming
- 17 TriCities Literacy Committee – Report to Decoda
- 18 BC Public Library Services – Connectivity Survey Report 2018

19 Item Publications/Newsletters:

none

20 Item Board Minutes, Committees & Reports:

- 21 Regular Board Meeting Minutes, September 26’18
- 22 Action Issue Log

23 Item Other Meeting and Representative Reports:

- 24 InterLINK – draft Board Meeting Minutes, Sept 25’18
- 25 Cultural Services Advisory Committee, Oct 4’18

26 Item Executive Director’s Reports:

- 27 Executive Director Report – September 2018
- 28 Financials to September 2018
- 29 Library Quarterly Statistics – Q3 2018

#70 THAT the Consent Agenda be received

- **Moved by Trustee Fisher**
- **Seconded by Trustee Whalen**

carried

30 Item Action items arising from Consent Agenda

Item 17 – TriCities Literacy Committee – Report to Decoda
Funding comes from a grant from the Province of BC. Library staff take part in supporting and/or conducting the programming and service offerings of the TriCities Literacy Committee providing support and commitment in the community, shared services, coordinate and partnering with a host of organizations.

Item 18 – BC Public Library Services – Connectivity Survey Report 2018
Investigating required bandwidth to entire province

Executive Director's Report
Shortlisted for 'Tech Centre' grant

In addition: First Nations Land Acknowledgment Proposal – Policy Committee tabled until the City clarifies its position

#71 Motion to bring back from the Policy Committee the First Nations Truth and Reconciliation issue to next Board meeting

- **Moved by Trustee Hochstein**
- **Not seconded**

31 Item Council Report – City Councillor/Trustee Zarrillo
No report

32 Item Move in-camera

Motion to move in-camera

#72 THAT the CPL Board move in-camera

- **Moved by Trustee McBride**
- **Seconded by Trustee Whalen**

carried

Moved in-camera at 7:30 pm

33 Item In Camera

34 Item Labour Relations Update

35 Item City Council Elections

36 Item Adhoc Trustee Recruitment Committee report and recommendations
(Trustee Hale and Trustee Fisher excused for part of discussion)

Trustee Fisher, stepped out

37 Item In-Camera (Board only)

Adhoc Recruitment Committee recommendations on reappointments – discussed

Trustee Fisher, rejoined the meeting

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

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

carried

#74 THAT the CPL Board Adhoc recruitment committee recommends the Board

recommend to the Coquitlam City Council the reappointment of Trustees Fisher and Hale to two year terms beginning January 1, 2019

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

carried

Moved in-camera (Board only)

Adhoc Recruitment Committee recommendation on filling Board vacancy – discussed

38 Item Moved out of in-camera (Board only)

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

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

carried

39 Item Motion “Move to recommend Trustees for appointment by City Council for the 2019 term as discussed in the in-camera report”

#76 THAT the CPL Board Adhoc recruitment committee recommends the Board recommend to the Coquitlam City Council the appointment of Steve Leung to a two year term beginning on January 1, 2019

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

carried

40 Item Adjournment

#77 Motion to adjourn

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

carried

Adjourned at 8:25 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

November 28, 2018

Board Room

Coquitlam Public Library – Poirier Branch

575 Poirier Street, Coquitlam, BC