

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, May 23, 2018 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Erin Adams, Trustee (via conference call)	Matt Djonlic, Trustee
Julie Fisher, Trustee	Alice Hale, Chair
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
Maryn Ashdown, Director, Customer Experiences
Sandra Haluk, Office Manager (minute taker)

Special Guest: Angie McLeod, HIP Strategic Consultant

Regrets: Sandra Hochstein, Trustee
Anthea Goffe, Director, Community Engagement

CALLED TO ORDER

01 Item Call to Order

#35 THAT the meeting be called to order

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

carried

Alice Hale, Chair called the meeting to order at 5:52 pm

EDUCATION SESSION

02 Item Approval of Agenda

#36 THAT the agenda be received

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

carried

03 Item Education Session – No Session in May

04 Item Strategic Planning Presentation – Angie McLeod

Documents received:

- 04.1 Board Presentation – pdf
Angie McLeod presented the Board with the ‘draft’ Coquitlam Public Library Strategic Plan 2019-2021
- 04.2 Mission/Vision/Values (for approval)
‘Our Mission’ and ‘Our Vision’ remained unchanged.
‘Our Values’ updated (We strive to....aspirational)
- 04.3 Goals & Strategies (for approval)
 - 1. Excellence in Governance and Service
 - 2. Engaging with the Future
 - 3. Strengthening Community Connections
 - 4. Library Everywhere
 - 5. Outcome Metrics – reporting purposes (monthly, mid-year, annually)
- 04.4 Management 2019 Action Work Plan proposal - reviewed plan and tactics
2019 will be the foundation year – culture shift. Tactics deemed operational and modified if necessary to meet desired outcome annually.

05 Item Motion:

#37 THAT the CPL Board approves as presented the Mission, Vision, Values, Goals, Strategies and Outcomes for the period 2019 to 2021

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

carried

Angie McLeod left meeting at 6:53 pm

06 Item New Business

07 Item 2017 Coquitlam Public Library Annual Report
Revise typo errors on page 3 and 7

#38 THAT the CPL Board receive document

- **Moved by Trustee Whelan**
- **Seconded by Trustee McBride**

carried

08 Item Service Agreement Planning Session with City of Coquitlam – update
Service Agreement Planning Session – document received

Meeting postponed to September. By request of the City, Management will be compiling a significant amount of information/material for presentation at the September meeting (date to be confirmed) - align ourselves with the City and Parks, Rec & Culture.

The City will be presenting on: City Plans & Strategies; Current programming that may supplement/overlap with the library; Programming principles; Community/Population Demographics & Projections

09 Item Budget 2019 – timelines
Budget Process for 2019 budget submission – document received

Reviewed the 2019 budget process and timelines. Currently cost of living is at 3.2%. Deadline to submit budget package to City is July 20, 2018

- 10 Item Budget 2019 – new initiatives discussion
Budget Priorities and 2019 new initiatives – document received

After much discussion and input from the Board the Director will prepare a package for the June board meeting.

One Time, Capital Cost items for consideration:

1. Option 1: Vehicle Replacement
2. Option 3: Consulting & Web Design Services

Ongoing, Operating Cost items for consideration:

1. Option A: Wages & Benefits – MSP and Benefits
2. Option B: Seniors Outreach & Home Services – formulate a service plan (pilot project)

- 11 Item Board Meeting July – change the date due to budget submission deadline

Board agreed to move the July 25 Board meeting to July 18 to accommodate the budget submission deadline

- 12 Item Reports on BCLTA Conference Sessions – attendees open discussion

Trustees Hale, Hochstein and Whelan attended the BCLTA Friday sessions. The general consensus was positive and felt it was a worthwhile day - good presentations and exchange of information.

- 13 Item Board/Staff BBQ 2018

The Board agreed to cancel the 2018 Board/Staff BBQ in favour of a Board funded dinner with staff in November (tentative) to engage in a Christmas Long Service & Award Dinner. Management will investigate options and put a plan together.

14 Item Old Business

- 15 Item Board City Council Wine & Cheese update

The Wine & Cheese event is confirmed for Wednesday, June 20, 2018 (6:00 pm start) at the Coquitlam Foundation Room #136 at the City Centre branch. Invitations were sent to City Council, City Managers and Senior Department Managers.

Presentations by: Maryn Ashdown, Director Customer Experiences on LEAN methodology and processes; Todd Gnissios, Executive Director introduce the 2019-2021 Strategic Plan and Artificial Intelligence (AI).

Virtual Reality will be set-up and available to try.

Approval of Consent Agenda

Items received

16 Item Documents, Reports, Correspondence

- 17 Customer Comment Forms
- 18 InterLINK Agreement Approval Letter

19 Item Publications/Newsletters:

20 BCLTA – April Update

21 Item Board Minutes, Committees & Reports:

22 Regular Minutes April 25, 2018

23 Action Issue Log 2018

24 Planning and Development Committee, April 28, 2018

25 HR Committee, May 9, 2018 [no minutes]

26 Item Other Meeting and Representative Reports:

27 InterLINK – next meeting May 29, 2018

28 Cultural Services Advisory Committee – next meeting June 14, 2018

29 Friends of the Public Library, May 9, 2018

30 Item Executive Director’s Reports:

31 Executive Director’s Library update

32 Financials to April 2018

33 Cash Flow Projection

#39 THAT the Consent Agenda be received

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

carried

34 Item Action items arising from Consent Agenda

35 Item Executive Director Library update

Finance & Risk – discussed the possible cost implications of Bill 6, Employment Standards Amendment Act 2018 if EI is expanded over 18 months vs current twelve months.

CPL Database (January – March 2018) statistics – reviewed cost per search

36 Item Moved in-camera at 8:44 pm

#40 THAT the CPL Board move in-camera

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

carried

37 Item In Camera

38 Item Update on Labour Relations

39 Item In-Camera (Board Only) – no meeting

40 Item Moved out of in-camera at 8:49 pm

41 Item Adjournment

#41 Motion to adjourn

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

carried

Adjourned at 8:49 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

June 27, 2018

Board Room

**Coquitlam Public Library – Poirier Branch,
575 Poirier Street, Coquitlam, BC**