

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 17, 2019 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Erin Adams, Vice-Chair	Matt Djonlic, Trustee
Alice Hale, Chair	Steve Leung, Trustee
Brian McBride, Treasurer	Dave Whelan, Trustee

Also Present: Todd Gnissios, Executive Director
Silvana Harwood, Deputy Director & Director Technologies
Sandra Haluk, Office Manager (minute taker)

Guest: Jeannine Silverstrone (6:33 pm – 7:47 pm)

Regrets: Councillor Chris Wilson
Julie Fisher, Trustee
Anthea Goffe, Director, Community Engagement

Absent: Sandra Hochstein, Trustee

CALLED TO ORDER

01 Item Call to Order

Alice Hale, Chair called the meeting to order at 5:54 pm

#18 THAT the meeting be called to order

- **Moved by Trustee Adams**
- **Seconded by Trustee Leung**

carried

02 Item Approval of Agenda

#19 THAT the agenda be received

- **Moved by Trustee Adams**
- **Seconded by Trustee McBride**

carried

03 Item New Business

04 Item SOFI – Statement of Financial Information – report

Document received

#20 THAT the CPL Board approves the report as presented

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Leung**

carried

05 Item 2018 Annual Report
Draft version reviewed

- Recommendations received
- Promote on-line version

06 Item City Council Reception – planning

- Minimal room availability at City Centre branch – move event to Poirier branch
- Invite City Council, General Managers, City Managers and City Clerk
- Presentation Theme: ‘What a library can be’; showcase possibilities, unique features, inspirational piece; integrate Library Link replacement and strongly message advocacy

07 Item Ratify – purchase of prize for Friends Trivia Night

- Samsung Tablet A, value \$219.00 purchased for the Friends Trivia Night raffle draw

#21 THAT the CPL Board approve ratifying the purchase of the prize gift for the Friends Trivia Night

- **Moved by Trustee Whelan**
- **Seconded by Trustee Djonlic**

carried

08 Item Children’s Accord 2019 – approval to sign
Tri-Cities Children’s Accord & Charter of Rights – received

#22 THAT the CPL Board approves the 2019/20 Tri-Cities Children’s Accord and authorizes the Board Chair or designate to sign on behalf of the Library

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

carried

09 Item TOPS Training – request to partner by Port Moody Library Board
Recommendation that the Board Chair follow-up with the Port Moody Board Chair and considers joint training session in 2020

ACTION: Board Chair contact Port Moody Chair to discuss proposal

10 Item Old Business

11 Item 2019 Revised Operating Budget
Revised 2019 Budget (Draft) received and reviewed – balanced budget

#23 THAT the CPL Board approve budget as presented

- Moved by Trustee McBride
- Seconded by Trustee Adams

Carried

Approval of Consent Agenda

Items received

12 Item Documents, Reports, Correspondence

- 13 Letter re City's approved Library Grant funding
- 14 CFLA Update 2018
- 15 City of Coquitlam, 2019 Five Year Financial Plan [LINK]
- 16 Customer Comment forms
- 17 Coquitlam Foundation – Living Legacy Fund, 2018
- 18 Letter – Councillor B. Zarrillo
- 19 Coquitlam Foundation's Kickin'it Country fundraiser

20 Item Publications/Newsletters:

- 21 Canadian Book Market 2018 – info sheet [LINK]

22 Item Board Minutes, Committees & Reports:

- 23 Regular Board Meeting Minutes, February 27, 2019
- 24 Action Issue Log 2019

25 Item Other Meeting and Representative Reports:

- 26 InterLINK representative report
- 27 InterLINK Audited Financial Statements 2018
- 28 Friends representative report
- 29 Cultural Services Advisory Committee report

30 Item Executive Director's Reports:

- 31 Executive Director Report – March 2019
- 32 Financials to March 2019
- 33 Quarterly Statistics, Jan to Mar'19

34 Item Action items arising from Consent Agenda

Director's Report:

- IT update – a switch appeared to be the culprit that caused a cascading effect. New equipment installed (no cost to CPL). Evaluating situation going forward. Full IT report pending and should be available at the May board meeting
- Advisement only: Henderson Mall for sale – unsure at this time what this means for CPL (sub-tenant) and the rooftop parking. Note: Include provisions in the 'Lease Agreement' with the City (Chair Hale & Trustee Whelan)
- Strategic Plan – due to critical needs (significant staffing changes) the hiring process and big projects currently underway there will be less of a focus/movement on the Strat Plan this year
- Trivia Night – there was a drug overdose incident prior to the event. Staff had the situation under control and emergency responders were on site.
- Library Giving Day – extended to the following Sunday. Over \$850 collected in donations and received good media coverage.

#24 THAT the consent agenda be received

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

carried

35 Item Council Report – City Councillor/Trustee Wilson
No Report

36 Item Move in-camera

#25 THAT the CPL Board move in-camera

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Whelan**

carried

Moved in-camera at 7:47 pm followed by a 5 minute recess

37 Item In Camera

38 Item Labour Relations

39 Item In-Camera (Board only)

Moved in-camera (Board only) at 8:20 pm

40 Item HR Matter

#26 THAT the CPL Board approve the Human Resource Committee's recommendation regarding the Executive Director's salary, retroactive to January 1, 2019

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

carried

#27 THAT the CPL Board approves the Human Resource Committee's recommendation regarding the Executive Director's vacation carryover request.

- **Moved by Trustee Whelan**
- **Seconded by Trustee Leung**

carried

52 Item Move out of in-camera (Board only)

53 Item Motion to move out of in-camera (Board only)

#28 THAT the CPL Board moves out of in-camera (Board only)

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

carried

54 Item Adjournment

#29 Motion to adjourn

- Moved by Trustee Whelan
- Seconded by Trustee Leung

carried

Adjourned at 8:55 pm



Todd Gnissios, Director
Secretary to the Board

Date Signed: Nov 15 '19



Alice Hale, Chair
Library Board

Date Signed: Oct 23-2019

Minutes taken by Sandra Haluk, Office Manager

THE NEXT REGULAR BOARD MEETING

6:00 PM

May 29, 2019

Board Room

Coquitlam Public Library – Poirier Branch

575 Poirier Street, Coquitlam, BC

