



The Mission of the Coquitlam Public Library is to engage its diverse community through creativity, discovery, and knowledge

MINUTES of the Regular Meeting of the Coquitlam Public Library Board held on Wednesday, June 26, 2019 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam BC

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| Erin Adams, Vice-Chair | Matt Djonlic, Trustee |
| Julie Fisher, Trustee | Alice Hale, Chair |
| Sandra Hochstein, Trustee | Steve Leung, Trustee |
| Brian McBride, Treasurer | Dave Whelan, Trustee |
| Chris Wilson, Councillor/Trustee (arrived at 6:23pm) | |

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

- Guests: None
- Regrets: None
- Observers: None

CALLED TO ORDER

01 Item Call to Order

Chair Hale called the meeting to order at 5:45 pm

- #37 THAT the meeting be called to order
- Moved by Trustee Fisher
 - Seconded by Vice-Chair Adams
- carried

02 Item Approval of Agenda

Chair Hale requested that Item #12 be moved to the July in-camera agenda
Executive Director Gnissios suggested Item 4 and Item 5 be moved until
Councillor Wilson arrives, all agreed

- #38 THAT the amended agenda be received
- Moved by Trustee Whelan
 - Seconded by Trustee Djonlic
- carried

03 Item New Business

06 Item Board Retreat

Conversation ensued on topics to delve into at the retreat
Chair Hale suggested Board sends out a Board Health Survey to identify gaps in
what the Board does, which would help form the retreat topics

Trustee Whelan suggested topic on Growth in the city and what it means to the library with a look at advocacy

Executive Director Gniissios suggested committee restructuring to ensure committees serve a purpose as a topic

Deputy Director Harwood suggested discussing succession planning for Board Trustees as well as assessing skills required for new Board Members

ACTION: Executive Director Gniissios will send out a survey on which dates to do the retreat in September or October

- #39 THAT retreat topics are approved, with a few small adjustments
- Moved by Trustee Hochstein
 - Seconded by Vice-Chair Adams
- carried

07 Item Old Business

11 Item BCLTA – 2020 Provincial Budget Consultations

Chair Hale received an email from BCLTA asking how things are going with our Board and if the Board found the information on the 2020 campaign website useful

ACTION: Chair Hale will send email to the Trustees

09 Item Network Failure Incident Report, Deputy Director Harwood

Incident: started in December, caused by communication/broadcast storm

Troubleshooting: included seeking assistance from the City and service providers

Findings: port was damaged, service providers did not respond in a timely manner

Cost: down time (3 days) and \$4000.00 paid to Charter

Trustee Leung suggested IT policies be generated as well as a business continuity plan

Chair Hale asked Trustee Leung to share examples of business continuity plan with Executive Director Gniissios and Deputy Director Harwood; this topic to be taken offline

[Chris Wilson arrived at 6:23pm]

03 Item New Business

04 Item Motion to City Council on Digital Material costs

Background: Executive Director Gniissios reported that major publishers are restricting digital material access to libraries, and in some cases charging 5-6 times the retail cost

CULC is looking to get cross party federal support for library access to digital material, and/or funding to gain access to the digital material

CULC has put together an advocacy campaign targeting cross party support for the initiative

Councillor Wilson commented on presentation to the city on this issue with a request that city council write a letter to support the resolution; believes there will be council support

Question on how this affects authors

ACTION: Executive Director Gnissios will research copyright rates depending on media type

- #40 THAT delegation from Board presents to City Council with a request for a letter to support the resolution; to get support for library access to digital material, and/or funding to gain access to the digital material
- Moved by Trustee Djonlic
 - Seconded by Trustee Whelan
- carried

05 Item Motion to City Council on UBCM Motions

Background: government funding of libraries was cut to 14 million in 2008; no increase in funding since then, result has been year over year decreases to CPL and other urban libraries.

Executive Director Gnissios introduced motion from City of Victoria sent to all municipal libraries requesting letters from City Council to support resolution

- #41 THAT Executive Director Gnissios write a draft letter, for Board Chair signature, to go to City councillors requesting their support of the City of Victoria's motion; and that they write a letter to the Minister of Education asking that provincial funding for libraries be increased.
- Moved by Trustee Whelan
 - Seconded by Vice-Chair Adams
- carried

07 Item **Old Business**

08 Item Financial Plan 2020 Summary (Budget Binder distributed)

Executive Director Gnissios reviewed

8.1 Operating Budget 2020 vs 2019

8.2 Budget comparison 2018 Actual to 2018 Budget

8.3 Capital Budget Plans 2020 to 2024

8.4 Operating Plan 2020 to 2024

- Funding request summary may change
- Comparison budget has not changed
- Summary request based on grant request
- No changes in variance report

8.5 Priority 1 – New Operating – Library Technician

8.6 Priority 2 – New Operating – Collections

- Concern about optics in asking for funding for this when we have culled our collection. Executive Director Gnissios culled because the collection was in bad condition, patron complaints and asks the Board to support request for collection funds. Library has received \$100,000 for collections in 4 years. Trustee Leung says we need to make a strong case for why we need yearly funds for collections
- Trustee Whelan pointed out that we have taken funds from staffing to supplement collections but there is no more capacity to do this
- Councillor Wilson commented that Coquitlam is the fastest growing city in BC, library goals to support collection parallels city goals

8.7 Priority 3 – New Operating – Janitorial Services – CC external

- Executive Director Gnissios suggests using an external service and will include this request in the budget
- 8.8 Priority 4 – New Capital – Library Link Replacement
- Executive Director Gnissios contacted supplier; preliminary cost is \$550,000 (include 2 slide outs)
 - Library will ask for one time funding of \$150,000; and addition \$50,000 that is needed will be made through fundraising
 - Chair Hale points out that we need to call it Book Bus so that people know what it is; need to include what areas it will service and that it is wheelchair accessible
 - Trustee Djonlic inquired about fundraising infrastructure
 - Chair Hale suggests calling it sponsorship or fundraising when presenting to the city
 - Discussion on switching priority 3 and 4; book bus has increasing repairs to it

#42 THAT priority 3 is switched with priority 4

- Moved by Trustee Fisher
- Seconded by Trustee Leung carried

10 Item BNC Research – Borrow, Buy, Read, Library use and book buying in Canada

Shows people who use libraries are likely to read and buy their own books

12 Item J. Silverstrone Presentation discussion (deferred to July meeting)

Approval of Consent Agenda

Items received

13 Item Documents, Reports, Correspondence:

- 14 Item Notes on BCLA & BCLTA conference – Trustee Whelan
- 15 Item Donation Thank You Letter – Kinsmen of Coquitlam
- 16 Item Congratulations letter – 50th Anniversary of CFUW - Coquitlam
- 17 Item Place Maillardville Community Centre plans approved
- 18 Item BCLTA Update – May

19 Item Publications/Newsletters

- 20 Item CPL One-Eread-Canada Podcast available via soundcloud
- 21 Item Programs and Events Guide June to September

22 Item Board Minutes, Committees & Reports:

- 23 Item Regular Meeting Minutes June 25, 2019
- 24 Item Action Issue Log

25 Item Other Meeting and Representative Reports

- 26 Item InterLINK representative report
- 27 Item Draft InerLINK Board Minutes, May 28, 2019
- 28 Item Friends representative report – Meeting June 15, 2019
- 29 Item Cultural Services Advisory Committee Report – no meeting

30 Item Executive Director's Monthly Reports

- 31 Item Monthly Report June 2019
- 32 Item Financials to May 2019 – deferred to July meeting
- 33 Item Job Profile – Office Manager

34 Item Action items arising from Consent Agenda

- 35 Item Update on Action Items and next steps, ED Gniissos
Fraser Mills, will talk about at retreat
Lendable laptops coming July 11
 - 2 hours free
 - Longer than 2 hours cost is \$1/hour
 - May lose 2-3 a year due to breakage

- #43 THAT the consent agenda be received
 - Moved by Trustee Whelan
 - Seconded by Vice-Chair Adamscarried

- 36 Item Council Report – City Councillor/Trustee – verbal report
Moved to in-camera

37 Item Move in Camera

- #44 THAT CPL move in camera
 - Moved by Trustee Hochstein
 - Seconded by Trustee Djonliccarried

Moved in Camera at 8:30pm

38 Item In Camera

- 39 Item City Council Reception
- 40 Item HR Matter – management update
- 41 Item Labour Relations

42 Item In Camera (Board only) – no meeting

43 Item Motion to Move out of In Camera

- #45 THAT the CPL Board move out of in camera
 - Moved by Vice-Chair Adams
 - Seconded by Trustee McBridecarried

Moved out of in camera at 8:55 pm

- 44 Item Adjournment

- #46 Motion to adjourn
 - Moved by Trustee McBride
 - Seconded by Trustee Djonliccarried

Adjourned at 9:00pm



Todd Gnissios, Director Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: Nov 19 '19

Date Signed: Oct 23 - 2019

Minutes taken by Lily Vukasovic, Office Manager