



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, November 27, 2019 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam BC

Present: Alice Hale, Chair
Erin Adams, Vice-Chair [arrived at 5:51pm]
Sandra Hochstein, Trustee
Julie Fisher, Trustee
Brian McBride, Trustee/Treasurer
Steve Leung, Trustee
Chris Wilson, Councilor/Trustee [arrived at 7:05pm]

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

Guests: Jennifer Keefe, Manager, Community Recreation, & Cultural Services, Parks, Recreation and Culture
Tina Mack, Manager, Recreation & Culture Facility Planning, Parks, Recreation and Culture
Karen Basi, Cultural Services Manager, Parks, Recreation and Culture
Steve Gauley, Senior Planner, City of Coquitlam

Regrets: Matt Djonlic, Trustee
Dave Whelan, Trustee

Observers: None

CALLED TO ORDER

01 Item Call to Order

Chair Hale called the meeting to order at 5:44 pm

#01 THAT the meeting be called to order

- Moved by Trustee Leung
Seconded by Trustee Fisher

carried

02 Item Approval of Agenda

#02 THAT agenda be approved

- Moved by Trustee Fisher
Seconded by Trustee Hochstein

carried

03 Item Guest introductions

Jennifer Keefe

Manager, Community Recreation, & Cultural Services, Parks, Recreation and Culture

Tina Mack

Manager, Recreation & Culture Facility Planning, Parks, Recreation and Culture

Karen Basi

Cultural Services Manager, Parks, Recreation and Culture

Steve Gauley, Senior Planner, City of Coquitlam

**04 Item City of Coquitlam City Centre Area Plan Presentation**

- 5 big moves to reshape city centre area
  1. Create mixed use in downtown core just outside CC library
  2. Establish strong employment base
  3. Build family friendly down town
  4. Enhance recreation and cultural opportunities
  5. Integrating and connecting downtown

[Presentation ended at 6:28pm]

City Representatives left the meeting

Board discussion:

- Board will discuss presentation content at the Board Retreat
- Will invite City to present every 6 months
- New PRC General Manager attending February 2020 Board Meeting

**05 Item New Business**

06 Item Marketing & Fundraisings Update

**07 Item Old Business**

08 Item Board Retreat - update

- January 11, 2020

**CONSENT AGENDA**

**Motion to approve the consent agenda**

1. Board Chair proposed item 39, 40, 41, 42, 46 and 47 be discussed in-camera
2. Item 29 and down will be discussed

#03 THAT consent agenda be approved

- Moved by Vice-Chair Adams
- Seconded by Trustee Hochstein

carried

Further discussion:

- Raffle for Share family will be at the Christmas Dinner
- CFLA workers day is an observance
- Spelling name corrections need to be made on the organizational chart
- Notes beside the budget document lines is helpful

**09 Item Documents, Reports, Correspondence:**

10 Item BCLA Letter to Minister Fleming on Library Month

11 Item Comment Cards: customer comments

**12 Item Publications/Newsletters:**

- 13 Item Tri-Cities Literacy News October/November 2019
- 14 Item BCLTA October 2019 Bulletin
- 15 Item BCLTA November 2019 Bulletin

**16 Item Board Minutes, Committees & Reports:**

- 17 Item Regular Board Meeting Minutes, October 23'19
- 18 Item Action Issue Log
- 19 Item HR Committee, November 13, 2019 (no minutes)
- 20 Item Policy Committee, November 18, 2019 (draft minutes)
- 21 Item Adhoc Recruitment Committee (no minutes)

**22 Item Other Meeting and Representative Reports**

- 23 Item Friends Report (see In-camera Item 51)
- 24 Item Cultural Services Advisory Committee Representative Report, Nov. 14, 2019

**25 Item Executive Director's Monthly Reports**

- 26 Item Executive Director Report – November 2019
- 27 Item Current Organization Chart (temporary)
- 28 Item Proposed Organization Chart
- 29 Item 2019 to 2021 Strategic Plan Update – year end
- 30 Item Financials to October 2019
- 31 Item Financial Activities – Year End Projections to Dec 31<sup>st</sup>
- 32 Item Financial Reserves as at December 31, 2018
- 33 Item Project Funding Requirements and Estimates for Year End Surplus
- 34 Item 2019 Year End Financial Adjustments (Motions pulled out for discussion below)
- 35 Item Cash Flow to year end 2019

36 Item Action items arising from Consent Agenda

37 Item Executive Director's Reports

38 Item Motion #1:

#04 THAT the Board approves the transfer of \$87,750 operating funds to the Computer Equipment Sustainability Fund capital reserve on December 31,

- Moved by Trustee Fisher
- Seconded by Vice-Chair Adams

carried

39 Item Moved to in camera

40 Item Moved to in camera

41 Item Moved to in camera

42 Item Moved to in camera

43 Item Policy Committee Recommendations

44 Item Motion #6: Policy Committee recommends approval of 1.09 Procurement Policy

#05 THAT motion be approved

- Moved by Trustee McBride

- Seconded by Vice-Chair Adams carried
- 45 Item Motion #7: Policy Committee recommends approval of 4.00 Collection Development Policy
  - Use different word other than author such as 'content creator' etc.
- #05 THAT motion be approved with one change
  - Moved by Trustee Leung
  - Seconded by Vice-Chair Adams carried
- 46 Item Motion #8: See In-Camera Item 53
- 47 Item Motion #9: Ratify Recommendations from Adhoc Trustee Recruitment Committee
- 48 Item Council Report – City Councillor/Trustee Wilson – verbal report
- 49 Item Move in-camera (8:30pm)**
- #06 THAT the Board move in-camera
  - Moved by Trustee Leung
  - Seconded by Trustee Fisher carried
- 50 Item In-Camera:**
- 51 Item Service Level Agreement & Building Operating Agreements – update
- Motion #07: The Board approves extending the City Centre and Poirier Branch leases through the end of December 31, 2020, or until new leases are approved by both the City and Library Board.
- #07 THAT the Board approve extending the City Centre and Poirier Branch leases through the end of December, 31, 2020, or until new leases are approved by both the City and Library Board
  - Moved by Trustee Fisher
  - Seconded by Vice Chair Adams carried
- 52 Item Labour Relations Update
- 53 Item Library Link Financials Update
- 54 Item Partner Discussion
- 55 Item Motion #8: Policy Committee recommends approval of Exempt Human Resource Policies with discussion and decisions required as outlined in Item 55 Cover Sheet
  - Human Resource Policy referred to January Board Meeting
  - Added to in-camera discussion
- 56 Item In-Camera (Board only) at 9:15pm**
- #08 THAT the Board recommend to City Council the appointment of Ms. Natasha Knox as CPL Trustee, for a 2 year term starting January 1, 2020 and the re-

appointment of the following trustees for 2 year terms starting January 2, 2020:  
Brian McBride, Erin Adams, Matt Djonlic and Dave Whelan.

- Moved by Trustee Fisher
- Seconded by Councillor/Trustee Wilson carried

57 Item HR matter

#09 THAT the Board approves the 2020 Executive Directory Salary Recommendation, effective January 1, 2020, presented to the Board by the HR Committee

- Moved by Vice Chair Adams
- Seconded by Councillor/Trustee Wilson carried

58 Item Move out of in-camera at 10:00pm

#10 THAT the Board move out of in-camera

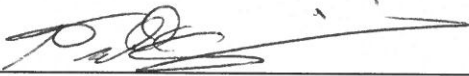
- Moved by Vice Chair Adams
- Seconded by Trustee Fisher carried

59 Item Adjournment at 10:00pm

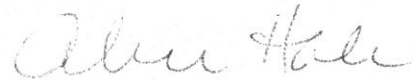
#11 Motion to adjourn

- Moved by Trustee Hochstein
- Seconded by Trustee Leung carried

Adjourned at 10:00pm



Todd Gnissios, Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: JAN 27, 2020

Date Signed: Jan 22 - 2020

**Next Regular Board Meeting:**

**Wednesday, January 22, 2020  
5:30 pm Dinner, 5:45 pm Meeting  
Poirier Branch, Board Room**

