



*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,
April 22, 2020 via teleconference, Coquitlam, BC

Present:

Alice Hale, Chair	Julie Fisher, Trustee
Erin Adams, Vice Chair	Natasha Knox, Trustee
Brian McBride, Treasurer	Dave Whelan, Trustee
Matt Djonlic, Trustee [Joined at 7:00pm]	Chris Wilson, Councillor
Steve Leung, Trustee	

Also Present:

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

CALLED TO ORDER

- 01 Item Call to Order at 5:47 pm**
- Alice Hale, Chair called the meeting to order at
- #01 THAT call to order is approved**
- **Moved by Trustee McBride**
 - **Seconded by Trustee Leung** **carried**
- 02 Item Approval of Agenda**
- #02 THAT agenda be approved**
- **Moved by Trustee Leung**
 - **Seconded by Councillor Wilson** **carried**

Update from Todd regarding conversation with City

- T. Maack discussed NE section recreational sector
 - Advised there will be a meeting with the Board for consultation on the project
- J. Keefe requesting information on what services the library is providing during the closure and current costs and possible savings

- There is no information from the City at this time regarding budget revisions for 2020

[ITEM 41 OUT OF AGENDA ORDER]

- 41 Item Chris update – verbal report
- City will be supportive of all cultural organizations; City recognizes there are differences in services that each organization provides
 - Planning for NE community centre is still active
 - Council appreciates the work the library is doing in supporting the community and in providing the services the community needs
 - Council wants to support the Library to continue these services

Priorities

- 03 Item City Centre Branch Furniture Project RFP – decision on expenditure timing
- Board
 - PreCOVID, Board had agreed to move this project forward; recognizing the needs of the community and the failing furniture at City Centre Branch
 - As a result of the pandemic, the Board is concerned there will be budget impacts this year
 - Discussion: next best steps; cancel project, delay project, approve project; considering price, timing and timelines, uncertainties, ways to save on costs, option to complete part of the project now and the rest at a later date, the needs and perceptions of the community and other stakeholders
- ACTION ITEM**
- Councillor Wilson will make inquiries with the City on their perspectives

- #03 Motion: Approve RFQ recommendations and authorize expenditure of funds**
- **Moved by Trustee Whelan**
 - **Seconded by Councillor Wilson**

defeated

- #04 Motion: Revisit the decision no later than the beginning of September**
- **Moved by Trustee McBride**
 - **Seconded by Trustee Leung**

carried

- 04 Item Collections Project - *ED recommendation in view of pandemic*
- \$200,000 collection money is currently allocated for the purchase of large print and children’s material
 - Closure is creating a need to change direction to support the current needs of the community as we are seeing a surge in use of online resources

- Recommendation to redirect this money to be applied to our online offerings if needed
- If the demand for online resources continues past this crisis we will have to rebalance the funding for digital and physical materials

#05 Motion: Approve change of direction of collections project spend, if needed

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

- 05 Item Budget 2021 – New initiatives – discussion – deferred to April Board Meeting
Refer to report: Past 5 Years New Initiative Budget Requests to City of Coquitlam
- Discussion:
 - Library's 2021 needs will change as a result of this crisis
 - Reviewed previous years' requests; this year we will not make special requests
 - Budget 2021 to be discussed further in the May Board meeting

CONSENT AGENDA

- 06 Item **Documents, Reports, Correspondence**
- 07 Item Ministry: Guidance for Public Libraries and Boards during COVID-19 Pandemic
- 08 Item BCLTA: Message for ABCPLD: Governance and COVID-19
- 09 Item BC Government – press release one-time library funding
- 10 Item BC Government Letter – One-Time Digital Initiatives Grant
- 11 Item BC Libraries Branch – Strategic Plan update
- 12 Item BCLTA – press release – BC Public Library Partners Response to Provincial Funding Announcement
- 13 Item BCLTA April Bulletin]
- 14 Item TriCities Literacy News
- 15 Item City of Coquitlam: Coquitlam COVID-19 Issues and Governance Update
- 16 Item Board Minutes, Committees & Reports**
- 17 Item Action and Issue Log – April'20
- 18 Item Development Committee Minutes, March 9, 2020 - laydown
- 19 Item Advocacy Committee Minutes, March 11, 2020 – laydown
- 20 Item Regular Board Meeting Minutes March 25, 2020
- 21 Item Special Board Meeting Minutes April 16, 2020
- 22 Item Executive Committee Meeting April 17, 2020 – no minutes
- 23 Item Other Meeting and Representative Reports**
- 24 Item InterLINK Representative's Report
- 25 Item InterLINK Board Meeting Summary (March 31, 2020)
- 26 Item Friends Representative Report – no meetings due to COVID-19
- 27 Item Cultural Services Advisory Committee Report – meeting cancelled due to COVID-19

- 28 Item **Executive Director's Monthly Reports**
- 29 Item Executive Director Report – April 2020
- 30 Item Financials to March 30, 2020 – deferred
- 31 Item Quarterly Statistics (Jan to Mar) – deferred
- 32 Item Report to PRC: Cultural Partners Questionnaire, April 8
- 33 Item CPL Customer Survey: Tell us how we can help out
- 34 Item Insurance – Marsh Certificate of Insurance
- 35 Item Insurance – Aviva Property Insurance
- 36 Item Insurance – Berkley Directors and Officers Liability Insurance

- 37 Item **COVID Parking Lot Items**
- 38 Item City/Library Board Planning – tabled until further notice
- 39 Item Library Link Update – tabled until further notice

- 40 Item Action items arising from Consent Agenda

Action items pulled from consent agenda for discussion

NOTE: COVID parking lot, ED comment

- Added to consent agenda
- Will park items here that need to be address after COVID crisis settles.

- 20 Item Regular Board Meeting Minutes March 25, 2020

- #07 Motion: Amend the minutes to reflect that the Board moved out of in camera prior to Item 10; minutes are correct; motion to move out of in camera not documented**
 - **Moved by Trustee McBride**
 - **Seconded by Trustee Adams**
 -

Carried

- 34 Item Insurance – Marsh Certificate of Insurance
 - Coverage for cyber-attacks is going to be looked into this year
 - Currently investigating disaster recovery insurance
 - Insurance is increasing 4% next year

ACTION ITEM:

 - **Todd: Cyber-attack concern will be carried forward to the finance committee**

- #08 Motion: Accept the consent agenda**
 - **Moved by Trustee Adams**
 - **Seconded by Trustee Whelan**

carried

- 41 Item Council Report – City Councillor Chris Wilson – verbal report
 - *Reported after the Approval of the Agenda; Item 2*

- 42 Item Motion to move in-camera at 7:37pm

- #09 THAT the Board move in-camera**
▪ Moved by Trustee Djonlic
▪ Seconded Trustee Knox

carried

Labour relations- report from ED

43 Item Motion to Move out of in-camera at 7:52pm

- #10 THAT the Board move out of in-camera**
▪ Moved by Councillor Wilson
▪ Seconded Trustee Adams

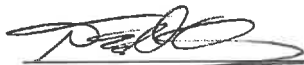
carried

44 Item Adjournment (7:53 pm)

- #11 Motion to adjourn**
▪ Moved by Councillor Wilson
▪ Seconded by Trustee Leung

carried

Adjourned at 7:54 pm



Todd Gniissios, Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: JUNE 30/20

Date Signed: JULY 8/20

Next Regular Board Meeting:
Wednesday, May 27, 2020
VIDEOCONFERENCE
COQUITLAM, BC
Meeting 5:45 PM

