



**MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday,
March 25, 2020 via teleconference**

In attendance:

Alice Hale, Chair
Erin Adams, Vice-Chair arrived at 6:04pm
Brian McBride, Treasurer
Matt Djonlic, Trustee
Steve Leung, Trustee
Julie Fisher, Trustee
Dave Whelan, Trustee
Natasha Knox, Trustee
Councillor Chris Wilson

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 5:45pm**
 • **Alice called to order**
- #01 Motion: That the meeting be called to order**
 First: Trustee Adams
 Seconded: Trustee Leung **carried**
- 02 Item Zoom Tutorial: Command line, raising hand (asking a question), sending text queries**
 Rules:
 • Rules discussed
- 03 Item Approval of Agenda**
- #02 Motion: That the agenda be approved**
 First: Trustee Whelan
 Second: Trustee McBride **carried**

Message from Chair

- Focus on finances and people; these are the critical topics to discuss

04 Item Motion:

- #03 In response to the COVID-19 pandemic, and the directive by health authorities not to meet in groups, the Library Board approves running meetings by electronic means until further notice; all motions will be ratified at the first available public meeting**

First: Trustee Knox

Second: Councillor Wilson

carried

Priorities

Move in-camera at 5:57pm

- #04 Motion: Move in Camera at 5:57pm**

First: Trustee Adams

Second: Trustee McBride

carried

COVID-19 Response and Planning

05 Item Verbal update on CPL's current status by ED

- Update on communication with City and 2020 grant information
- Review of information document from ED

06 Item Financial Status and cash resources available

- Reviewed current financial status

07 Item Discretionary Spending – 2020 Capital and Expenditure priorities

- Reviewed management action plan
- Reviewed Statement of Financial Activities, Feb 29, 2020

08 Item Furniture RFP recommendations – documents to come, Tuesday

- #05 Motion that the decision on discretionary spending regarding City Centre Branch furniture replacement and upgrade be postponed until next Board Meeting. Todd will ask Square One Interiors to reach out to vendors and ask for an extension on the purchase timeline.**

First: Trustee McBride

Second: Trustee Whelan

carried

- #06 Motion that discretionary spending regarding collections be postponed until May Board meeting.**

First: Trustee McBride

Second: Trustee Whelan

carried

09 Item Briefing: Supplemental Employee Benefits Plan Options – documents to come, Tuesday

- #07 Motion that decision on approving management to negotiate with Union on the implementation of a Supplemental Unemployment Benefit Plan (SUB) be tabled until next Wednesday and upon confirmation that we have received our secondary quarterly payment. That Todd continues to investigate the benefits and contacts senior city staff to advise that CPL Board is looking at these alternatives and would be open to work in conjunction with the city on solutions**
First: Trustee Whelan
Second: Trustee McBride **carried**

AMMENDED AS PER MOTION #07, Regular Meeting of the Board Minutes, April 22, 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

- 10 Item Planning for 2021 – Board Capital Priorities – Budget 2021 and next steps
• Deferred until April Board meeting
- 11 Item City/Library Board Planning – update on status
• Deferred until April Board meeting
- 12 Item SOFI, Statement of Financial Information report – approval

- #08 Motion to approve the report as presented**
First: Trustee Adams
Second: Trustee Whelan **carried**

- 13 Item **CONSENT AGENDA**
- 14 Item **Documents, Reports, Correspondence:**
- 15 Item 2019 Audited Financial Statements
- 16 Item Letter in response to Friends Request
- 17 Item **Board Minutes, Committees & Reports:**
- 18 Item Regular Board Meeting Minutes, February 26, 2020
- 19 Item Action Issue Log
- 20 Item Advocacy Committee, March 11, 2020 – minutes deferred
- 21 Item Development Committee, March 9, 2020 – minutes deferred
- 22 Item Executive Committee Meeting, March 16, 2020 – no minutes
- 23 Item Special Board Meeting, March 16, 2020
- 24 Item **Other Meeting and Representative Reports**
- 25 Item InterLINK representative report, Board Meeting no meeting
- 26 Item Friends representative report –
- 27 Item Letter from Friends re postponement of Trivia Night
- 28 Item Cultural Services Advisory Committee report, March 12, 2020 – deferred
- 29 Item **Executive Director’s Monthly Reports**
- 30 Item Executive Director Report – March 2020
- 31 Item Financials to February 29, 2020

#09 Motion to accept the consent agenda

First: Trustee McBride

Second: Trustee Leung

carried

32 Item Council Report – City Councillor/Trustee - verbal report

33 Item Move in-camera

34 Item In-Camera (Board Only)

35 Item Move out of in-camera

36 Item Adjournment (6:45 pm)

#10 Motion to adjourn

First: Trustee Whelan

Second: Trustee McBride

carried



Todd Gnissios, Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: JUNE 30/20

Date Signed: July 8/20

**Next Regular Board Meeting:
Wednesday, April 22, 2020
5:45 pm Meeting
Via Videoconference**