



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

MINUTES of the Special Meeting of the Coquitlam Public Library Board held on Wednesday, May 13, 2020 via teleconference, Coquitlam, BC

Meeting started at 5:30 PM

Present:

Alice Hale, Chair

Erin Adams, Vice Chair

Matt Djonlic, Trustee

Brian McBride, Treasurer

Chris Wilson, Councillor

Julie Fisher, Trustee

Natasha Knox, Trustee

Dave Whelan, Trustee

Steve Leung, Trustee

Also Present:

Todd Gnissios, Executive Director

Anthea Goffe, Director Community Engagement

Silvana Harwood, Deputy Director and Director Technologies

Lily Vukasovic, Office Manager (Minute Taker)

CALLED TO ORDER

- 01 Item Call to Order at 5:30 pm**
- Alice Hale, Chair called the meeting to order
- #01 THAT call to order is approved**
- **Moved by Trustee Adams**
 - **Seconded by Trustee Djonlic** **carried**
- 02 Item Approval of Agenda**
- #02 THAT agenda be approved**
- **Moved by Trustee Wilson**
 - **Seconded by Trustee Leung** **carried**
- 03 Item Provincial Libraries Update: reviewed by Executive Director**
- BC Libraries Branch will be issuing guidelines based on existing BC PHA guidance and worksafeBC directives
 - CULC (Canadian Urban Libraries Council) will issue tool kits, guidelines by late May
 - IFLA (International Federation of Library Associations) - will issue preliminary research on how long disease sits on books, etc.

- 04 Item Revised 2020 budget – reviewed by Executive Director
- City has requested a revised budget outlining COVID impacts; at this time the City has not indicated a change to our grant for 2020
 - Revenue and expenditure is impacted
 - Our revenue streams from fines and fees have stopped; this shortfall works out to about \$130,000
 - Most of expenditures are fixed costs; many are contracts and we are spending more money due to COVID
 - We have calculated a \$305,000 reduction, much of which is offset by the decrease in revenue
 - Councilor Wilson confirmed that there is no discussion at the City Council level on decreasing funding to cultural organizations for 2020
 - CPL team is developing a Reopening Framework; one that is fluid and will be implemented in phases

- 05 Item CPL Reopening Planning: COVID-19 Public Services Reopening Framework – reviewed by Executive Director
- We are considering many factors on how to open to the public:
 - Ensure staff and public safety
 - Provide needed services to our community
 - Control movement and numbers in the branches
 - Consider how to provide service to various groups in our community, e.g. Seniors, families
 - By September we will know if our measures are working; at which time we will increase the number of chairs, increase meeting room access, etc;
 - Board wants to make sure that staff feelings are considered and that we are messaging that CPL is providing them a safe work place to return to
 - Board wants to ensure there is flexibility in the reopening structure so that we can pivot quickly to changing environments

Board Executive Committee, motion:
 #03 **That the CPL Board, in recognition of the Government of BC COVID-19 Restart Plan allowing public libraries to open on or after May 19th, direct the Executive Director to plan a safe reopening of the library between June 15 and June 29, 2020.**

- **Moved by Trustee Leung**
- **Seconded by Trustee Knox** **carried**

44 Item Adjournment (6:33 pm)

- #04 **Motion to adjourn**
- **Moved by Trustee Djonlic**
 - **Seconded by Trustee Whelan** **carried**


Todd Grissios, 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

