



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, May 27, 2020 via teleconference, Coquitlam, BC

Present:

Alice Hale, Chair
Erin Adams, Vice Chair
Brian McBride, Treasurer
Matt Djonlic, Trustee
Steve Leung, Trustee

Julie Fisher, Trustee
Natasha Knox, Trustee
Dave Whelan, Trustee
Chris Wilson, Councillor

Also Present:

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

Regrets: None
Guests: None

CALLED TO ORDER

- 01 Item** **Call to order at 5:45 pm**
 - Alice Hale, Chair called the meeting to order
- #01** **THAT call to order is approved**
 - Moved by Trustee Leung
 - Seconded by Trustee Adams

carried
- 02 Item** **Approval of agenda**
- #02** **THAT agenda be approved**
 - Moved by Councillor Wilson
 - Seconded by Trustee Adams

carried
- 03 Item** **Motion to move in-camera at 5:48**
- #03** **THAT meeting is moved in camera**

- **Moved by Trustee Whelan**
 - **Seconded by Trustee McBride** **carried**
- 04 Item Update on recruitment: Presented by ED
- 05 Item Update on reopening plan: Presented by ED
- 06 Item Excluded Staff HR Policies: EX.05-Benefits, excluding 05.005, 05.010, and 05.011
- 07 Item **Motion to Move out of In-Camera 6:21pm**
- #04 THAT meeting is moved out of in-camera**
 - **Moved by Trustee Whelan**
 - **Seconded by Trustee Djonlic** **Carried**

Priorities

- 08 Item 2020 Budget Revision Report and Budget: Presented to ED
 - Package sent to Jennifer O’Keefe will be discussed in meeting on June 3rd with City; Board Chair to attend
 - **ACTION: Alice will update the Board after the June 3rd meeting with City**
- 09 Item Annual Report 2019
 - Board approves
 - **ACTION: ED will mail the annual report to the Board Members**
- Motion of receipt of Annual Report 2019
 - #05 THAT Board acknowledges receipt of the Annual Report 2019**
 - **Moved by Trustee Whelan**
 - **Seconded by Councillor Wilson** **carried**
- 10 Item Budget 2021 – New initiatives – discussion
 To be discussed: Library Facility Master Plan with PRC? | Collections (\$50K)? [carryover from April meeting]
 - 2021 Budget proposal will be approved by the Board in July, either at regular Board meeting or in a special Board meeting; submission to the City is due by July 30th
 - Initiatives and Considerations
 - Collections, physical
 - Children’s’ collection and Large Print collection needs improvement
 - Currently some funding being diverted to digital collections
 - Collections: digital
 - Uptake in these resources and services due to COVID

- increase in cost results in reallocation of resources intended for the physical collection
- Library facility master plan
 - Cost sharing with Parks, Rec and Culture
- New service offerings
 - COVID has challenged CPL to adapt which has resulted in new service offerings, physical and digital, which impacts cost and changes funding needs
- CPL per capita spending is low compared to other libraries
 - Shortfall of about \$400,000 in funding
- Library Link and Delivery Van
 - Vehicles are failing; will need to be addressed
- COVID
 - Incurred costs due to pandemic
 - PPE, supplies, face shields, signage, Plexiglas
 - Lost revenue costs and opportunity costs
- Internal resources are maxed
 - Further cuts will affect service
- Advocacy to City Councillors
 - Advocacy committee meetings will resume
 - All board members must have the same messaging, same information, same direction
 - Board must be consistent to highlight priority needs and get buy in
- Challenges
 - Determining priorities for our ask
 - Developing an advocacy plan

CONSENT AGENDA

Board Minutes, Committees & Reports

- 11 Item Special Board Minutes, April 13, 2020
- 12 Item Regular Board Minutes, April 22, 2020
- 13 Item Action Issue Log 2020
- 14 Item Development Committee Minutes, March 9, 2020
- 15 Item Advocacy Committee Minutes, March 11, 2020
- 16 Item Human Resources Meeting, no minutes
- 17 Item Development Committee Minutes, May 20, 2020

- 18 Item Executive Director's Monthly Reports
- 19 Item Executive Director's Monthly Report May'20
- 20 Item Financials to end March 2020
- 21 Item Financials to end April 2020
- 22 Item Quarterly Statistics to March 2020
- 23 Item Cash Flow Projection

- 24 Item Document, Reports, Correspondence
- 25 Item BCLTA Bulletin May 2020
- 26 Item Fact Sheet – Early Development Instrument SD43
- 27 Item Info Sheet – CULC Post COVID-19 Planning Infographic
- 28 Item Correspondence from Deputy Director Harwood

- 29 Item Other Meeting and Representative Reports
- 30 Item Cultural Services Advisory Committee Representative – meeting cancelled
- 31 Item Friends of the Library Meeting Representative – meeting cancelled
- 32 Item InterLINK Board Representative – may 26, 2020

- 33 item COVID Parking Lot Items
- 34 Item City/Library Board Planning – tabled until further notice
- 35 item Library Link update– tabled until further notice
- 36 Item City Council Social Event– tabled until further notice
- 37 Item CC Furniture RFP Decision – deferred to special meeting in August 2020

**#06 Motion to accept Consent Agenda
 THAT the consent agenda be accepted
 Moved by Councillor Wilson
 Seconded by Trustee Adams carried**

- 38 tem Action items arising from Consent Agenda
 - Review Cash Flow projections sheet
 - Update advocacy meeting minutes to reflect that Board Chair was not in attendance
 - Include COVID cost report to Board at July meeting
 - Bring ‘Motions to be ratified at next public meeting’ to Board to rescind
 - Item 7: Councillor Wilson to follow up

- 39 Item InterLINK Board Representative – verbal report
 - Trustee Knox reported on presentations regarding Truth and Reconciliation as well as Advocacy
 - **ACTION: Director of Community Engagement will send Trustee Knox the Truth and Reconciliation Report created by CPL**

- 40 Item Council Report – City Councillor Chris Wilson – verbal report
 - Putting together a community support recovery plan

- 41 Item Silvana Harwood Retirement
 - Thank you to the Board, City of Coquitlam, Councillor Wilson, ETL, Staff and public
 - Board appreciates the years of service, passion for community and library

42 Item Adjournment (7:58 pm)

#07 Adjourned at 7:58 pm

- **Moved by Trustee Whelan**
- **Seconded Councillor Wilson**

carried

Adjourned at 7:58 pm



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, June 24, 2020
VIDEOCONFERENCE
COQUITLAM, BC
Meeting 5:45 PM

