



*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, August 26, 2020 via videoconference, Coquitlam, BC

**In attendance**

Alice Hale, Chair

Erin Adams, Vice Chair

Brian McBride, Treasurer

Matt Djonlic, Trustee

Steve Leung, Trustee

Julie Fisher, Trustee [joined at 6:45 pm]

Natasha Knox, Trustee

Dave Whelan, Trustee

Chris Wilson, Councillor [joined in-camera]

**Also Present**

Anthea Goffe, Deputy Director and Director Community Engagement

Ryan Jamieson, Director Services and Facilities

Lily Vukasovic, Office Manager (minute taker)

**Regrets:**

Todd Gnissios, Executive Director

Guests: None

**CALLED TO ORDER**

01 Item Call to Order at 5:48 pm

- Alice Hale, Chair called the meeting to order at 5.48 pm

#01 THAT call to order is approved

- **Moved by Trustee Whelan**
- **Moved by Trustee Leung**

carried

02 Item Land Acknowledgement – Chair Hale

03 Item Approval of the Agenda

- Amended with item 5 TOR – Executive Committee moved to in-camera

#02 THAT the agenda is approved

- **Moved by Trustee Adams**
- **Moved by Trustee Djonlic**

carried

04 Item Revision of Signing Officers for 2020

#03 That the CPL Board Chair, Vice-Chair, Treasurer, and CPL Executive Director, Director Community Engagement, Director Services and Facilities, and Director Operations be

made the signing authorities for CPL, where all cheques must be signed by two people one of four staff and one of three Board Trustees

- Moved by Trustee Whelan
- Moved by Trustee McBride carried

05 Item TOR – Executive Committee – moved to in-camera

06 Item Furniture Bid Analysis (Deputy Director Goffe)

- Contingency line in the original document did not have an amount applied to it
- There is flexibility in options to reduce costs to manage potential overages although going over budget is deemed unlikely at this time as prices are now mostly fixed
- Any significant expense changes will come to the Board for discussion and approval

[Board Chair Hale halted the conversation to move meeting in-camera]

07 Item Motion to Move In-Camera (6:10 pm) – Board Only

#03 THAT meeting is moved in-camera at 6:10 pm

- Moved by Trustee McBride
- Seconded by Trustee Adams carried

08 Item HR Committee Update

09 Item Motion to Move Out of In-Camera

#04 THAT meeting is moved out of in-camera 6:37 pm

- Moved by Trustee Whelan
- Seconded by Trustee Adams carried

#05 Motion to adopt Item 5 Executive Committee Terms of Reference

- Moved by Trustee Wilson
- Seconded by Trustee Knox carried

[Councillor Wilson joined meeting during in-camera]

Continued 06 Item discussion: Furniture Bid Analysis (Anthea Goffe)

- City Centre Branch: Furniture Project and COVID-19 briefing prepared by Anthea Goffe, is well received by the Board
- Based on this report and follow-up discussions from past meetings the Board has deemed the furniture in this proposal is flexible enough to be adapted for COVID use; this has be a consideration in approving the motion
- Board encourages management team to look at placement options for 'old' furniture such as charities

[Trustee Fisher joined at 6:45 pm]

- #06 Motion for Approval for CC and PO Furniture Replacement and Upgrades  
 That the Coquitlam Public Library Board approves the CC Furniture Project RFQ recommendations, the purchase of PO furniture similar to existing silent study room furniture, the hiring of a general contractor and sub-trades, and authorizes the expenditure of funds not to exceed \$415,000 for the total project, with funding sources as follows:  
 One-time City grant from 2018 Budget: \$151,000  
 Deferred revenue from 2018's annual furniture allocation: \$60,000  
 From CPL operating reserves: \$204,000  
 TOTAL: \$415,000
  - Moved by Trustee Whelan
  - Seconded by Trustee Adamscarried

10 Item Report – City Centre Furniture & COVID – July'20

11 Item Furniture Decision Document – Deputy Director Goffe

CONSENT AGENDA

- 12 Item BCLTA Bulletin July/August  
 #07 No motion received
- 13 Item Adjournment at 6:52 pm  
 #08 THAT meeting be adjourned
  - Moved by Trustee Leung
  - Seconded by Trustee Djonliccarried

Adjourned at 6:52 pm



Anthea Goffe, Deputy Director



Alice Hale, Chair Library Board

Date Signed: Oct. 26, 2020

Date Signed: Oct 27 - 2020

Next Regular Board meeting:  
 Wednesday September 23, 2020  
 VIDEOCONFERENCE, Coquitlam BC,  
 Meeting 5:45 pm

