



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, February 26, 2020 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, 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

Also Present:

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

Guests: Donnie Rosa, General Manager, Parks Recreation and Culture
Tiina Mack, Manager, Recreation & Culture Facility Planning, PRC

Regrets: Trustee Whelan
Councillor Wilson

Observers: Barbara Weston, Manager Programming and Community Connections
Cherlene Chang, Douglas College Student
Juliana Carpentgi, Douglas College Student

CALLED TO ORDER

01 Item

Call to Order

- Alice Hale, Chair called the meeting to order at 5:47pm

#01

THAT call to order is approved

- **Moved by Trustee Leung**
- **Seconded by Trustee Fisher**

carried

- Welcome to guests
- Round of introductions

02 Item

Approval of Agenda

- #02 THAT agenda be approved**
- **Moved by Trustee Djonlic**
 - **Seconded by Vice Chair Adams** **carried**

- 03 Item City/Library Board Planning: Presentation**
- Donnie Rosa, General Manager, Parks Recreation and Culture
 - Tiina Mack, Manager, Recreation & Culture Facility Planning, PRC
 - Looking at 5, 10, 15, 20 years growth; Ready to work and align with library and to move forward with joint strategic plan
 - Three key points:
 - Need conversation on NE community centre
 - Need to consider the full city plan
 - Relationship with Library Board to define best working model for delivery of library services
 - PRC requesting an agreement that Board would like to move forward together
 - Board
 - Need to have conversation on a service level agreement with the City; Donnie Rosa suggest bringing in a facilitator to work on this

ACTION:

- 1. Board will discuss City/Library Board Planning Presentation in camera and deliver a decision in the form of a mandate; send decision to Donnie Rosa**
- 2. Board will invite Tiina Mack to discuss NE sector development at the April Board Meeting**

[Donnie Rosa and Tiina Mack leave at 6:30pm]

- 04 Item Priorities**
Finance and Audit Committee Recommendations:

- 05 Item Report on 2019 Audit and action recommendation on 2019 Audited Financial Statements**
- Clean audit for 2019
 - Facilities tenant obligation raised for consideration next year
 - Regarding remediating property at end of lease: Poirier
 - Contingent liability falls on the library

- #03 Motion to approve the 2019 audit, year ending Dec 31 2019**
- **Moved by Trustee McBride**
 - **Seconded by Trustee Fisher** **carried**

- Alice thanks Todd and his team

- 06 Item Revised TOR of Reference with recommended changes**

- #04 THAT Revised TOR of Reference with recommended changes be approved**
- **Moved by Trustee McBride**

- **Seconded by Trustee Fisher** **carried**

07 Item Policy 1.05.003 Risk Management Policy

- Will be reviewed yearly

08 Item Policy 1.05.003 Appendix 1 – Risk Register

- Contingency Fund
 - Treat as a contingency fund; emergency purposes only

Development Committee Recommendations:

09 Item Report on Terms of Reference, recommendation on Board approval

- Separate
 - ‘master plan’ as work done with the city
 - ‘strategic plan’ as work done by the Board, through adhoc committee

- #05 THAT TOR for Development Committee be approved**
- **Moved by Trustee Adams**
 - **Seconded by Trustee Leung** **carried**

Advocacy Committee Recommendations:

10 Item Report on Terms of Reference and work plan, recommendation on Board approval

- Reviewed

- #06 THAT TOR for Advocacy Committee be approved**
- **Moved by Trustee Knox**
 - **Seconded by Trustee Djonc** **carried**

2020 Committee Work Plan, received by Board

- Identified key objectives and time constraints

ACTION:

- 1. Add topic of ‘budget preparation’ for the next Advocacy Committee meeting**
- 2. Advocacy Committee will invite Donnie Rosa to the Advocacy Committee Meeting; March 11, Poirier Branch**

11 Item Decision Document: Quiz Night Prize donation & Silent Auction Support

- Item 11 Moved to In Camera

12 Item **CONSENT AGENDA**

13 Item Documents, Reports, Correspondence:

14 Item BCLTA Bulletin – January 2020 [LINK]

15 Item BCLTA Bulletin – February 2020 [LINK]

16 Item Coquitlam Survey – NE Community Centre Key Findings

17 Item Board Minutes, Committees & Reports:

18 Item Regular Board Meeting Minutes, January 22’20

19 Item Action Issue Log

- 20 Item 2020 Board Committees
- 21 Item Finance Committee, February 19, 2020
- 22 Item Advocacy Committee, February 21, 2020
- 23 Item Development Committee, February 17, 2020
- 24 Item Other Meeting and Representative Reports**
- 25 Item InterLINK representative report – Meeting February 25th
- 26 Item Friends representative report - Meeting February 22nd**
- 27 Item Executive Director's Monthly Reports**
- 28 Item Executive Director Report – February 2020
- 29 Item 2019 Library Use Statistics [FINAL]
- 30 Item Financials to January 31, 2020
- 31 Item Cash Flow projections
- 32 Item Reserves as at December 31, 2019
- 33 Item 2019 Libraries Branch Grant Report
- 34 Item Policy 5.08.006 – Education Support Funding
- 35 Item Policy 5.04.008 – Location of Work
- 36 Item Policy EX.04.002 – Location of Work [Exempt]

#07 Motion to accept the consent agenda

- **Moved by Vice Chair Adams**
- **Seconded by Trustee Fisher**

carried

Pulled out of Consent Agenda:

- 25 Item InterLINK representative report – Meeting February 25th
 - Moved to In Camera
- 22 Item Advocacy Committee, February 21, 2020
 - Advocacy minutes; correction: Erin and Matt, reversed attendance

ACTION: Todd will amend the February 21, 2020 minutes of the Advocacy Committee Meeting
- 37 Item Council Report – City Councillor/Trustee - verbal report
 - Councillor Wilson not in attendance

[Board answered question from students in attendance]

- 38 Item Move in-camera at 7:14 pm**
 - Motion to move in-camera

#08 THAT the CPL Board move in-camera 7:14pm

- **Moved by Vice Chair Adams**
- **Seconded by Trustee Leung**

carried

[Moved in-camera at 7:14 pm]

- 39 Item Collections Report and Project Proposal
- 40 Item City Council Meeting Planning

41 Item Board Retreat – Follow-up
42 Item Labour Relations update
25 Item InterLINK representative report – Meeting February 25th
11 Item Decision Document: Quiz Night Prize donation & Silent Auction Support

43 Item In-Camera (Board only) 8:22 pm:
44 Item Executive Director 2020 PMP
45 Item Policy 1.04.006 – ED Annual Salary and Vacation Review Process

46 Item Move out of in-camera 8:56pm

- #09 THAT the Board move out of in-camera**
- **Moved by Trustee McBride**
 - **Seconded Trustee Adams** **carried**

MOTIONS:

39 Item Collections Report and Project Proposal

- #10 THAT the Board approve request for \$200,000 collections special purchase from unrestricted reserve**
- **Moved by Trustee Adams**
 - **Seconded by Trustee Fisher** **carried**

11 Item Decision Document: Quiz Night Prize donation & Silent Auction Support

- #11 THAT Board will buy tablet and donate for Quiz Night as a prize. In addition, the Board will buy 2 tables; one for Board and one for Library Champions.**
- **Moved by Trustee Djonlic**
 - **Seconded by Trustee Knox** **carried**

44 Item Executive Director 2020 PMP

- #12 THAT Board will approve the ED's 2020 PMP**
- **Moved by Trustee McBride**
 - **Seconded by Trustee Adams** **carried**

03 Item City/Library Board Planning: Presentation

- #13 THAT the board approves the next steps of working with the City Of Coquitlam Parks Recreation and Culture Department on a joint effort for facility assessment for library services to be completed mid 2020**
- **Moved by Vice-Chair Adams**
 - **Seconded by Trustee Leung** **carried**

47 Item Adjournment 8:56 pm

- #14 Motion to adjourn**
- **Moved by Trustee Knox**


▪ **Seconded by Trustee Djonlic**

carried

Adjourned at 8:56pm



Todd Gnissios, Secretary to the Board



Alice Hale, Chair Library Board
per: Erin Adams, Vice-Chair

Date Signed: April 1, 2020

Date Signed: April 17, 2020

**Next Regular Board Meeting:
Wednesday, March 25, 2020
5:30 pm Dinner, 5:45 pm Meeting
Poirier Branch, Board Room**