



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, July 22, 2020 via videoconference, Coquitlam, BC

In attendance

- | | |
|---|--|
| Alice Hale, Chair | Steve Leung, Trustee |
| Erin Adams, Vice Chair | Julie Fisher, Trustee |
| Brian McBride, Treasurer | Natasha Knox, Trustee |
| Matt Djonlic, Trustee [by phone; left meeting at 7:26 pm] | Dave Whelan, Trustee |
| | Chris Wilson, Councillor [left meeting at 7:26 pm] |

Also Present

- Todd Gnissios, Executive Director
- Anthea Goffe, Director Community Engagement
- Ryan Jamieson, Director Services and Facilities
- Lily Vukasovic, Office Manager (minute taker)

Regrets: None
Guests: None

CALLED TO ORDER

- 01 Item Call to Order at 5:45 pm
 - The Chair opened the meeting and confirmed that the Board meeting was being held by Zoom due to the ongoing Covid crisis and is not being recorded but remains open to the public to attend as an observer on Zoom
 - Truth and Reconciliation Statement:

“We acknowledge that Coquitlam Public Library provides service on the unceded traditional territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil-Waututh, Katzie, Musqueam, Qayqayt, Squamish and Sto’lo Nations”

- #01 **THAT call to order is approved**
 - Moved by Trustee Whelan
 - Moved by Trustee Adams **carried**

- 02 Item Approval of Agenda
 - #02 **THAT agenda be approved**

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

03 Item Introduction: Ryan Jamieson, Director Services and Facilities

- Welcome to Ryan and introductions all around

04 Item Point of Order Response – Chair Hale

- Chair noted that as the Point of Order was withdrawn, the Chair has accepted same, in accordance with the Rules of Order that govern our meetings and requested that the June 24 Board Meeting Minutes reflect this. The Chair thanked the Management Team and ED.

05 Item Motion to Move In-Camera

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

- **Moved by Trustee Adams**
- **Seconded by Trustee Djonlic** **carried**

06 Item Update on Recruitment & Vacancies

07 Item Update on Reopening

08 Item Board Only – Staff Leaves at 6:16 pm

[Staff Rejoin Meeting at 6:40 pm]

09 Item Motion to Move Out of In-Camera

#04 THAT meeting is moved out of in-camera 6:40 pm

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

#05 Motion to hire a consultant to assist in HR meeting scheduled for July 29, 2020 at an initial budget of and not to exceed \$2,000

- **Moved by Trustee McBride**
- **Seconded by Trustee Wilson** **carried**

PRIORITIES

10 Item Variance Report 2019 Actual to 2019 Budget

11 Item 2021 Budget: 2021 to 2020 Budget Comparison (*NOTE: the Budget*)

- Revenue is down; increase in expenditures to \$88,000; total deficit \$145,413
- Estimate for 2020 digital collection needs is an additional \$100,000; expecting expense to be \$383,000 for this year under the current usage

12 Item Status updates: Reserves Forecast to Dec. 31, 2020, forecasted surplus to Dec. 31, 2020

- Board expecting to see 'close to' a balanced budget; surplus estimate is \$84,000
- Challenge; arbitration costs in November may result in a deficit; Board acknowledges this risk
- Direction to ED is to adjust finances to approach a balanced budget by year end; focus on spending more funds on collection as needed

#06 Motion to drop working (operating) funds from \$500,000 to \$300,000; \$200,000 moved to unrestricted operating reserve

- Moved by Trustee Whelan
- Seconded by Trustee Djonlic carried

[Trustee McBride on record: voted against LOC]

#07 Motion to increase the forecasted surplus dollars of \$106,000 to the digital collections line

- Moved by Trustee Adams
- Seconded by Councillor Wilson carried

[Trustee Djonlic and Councillor Wilson left meeting at 7:26]

13 Item Budget Discussion Update with City Representatives and Recommendations to the Board Regarding 2021 Funding Requests – Chair Hale

- Board will reduce reserves
- City direction; no '2021 asks' unless COVID related

14 Item 2021 Budget: PRC/Library Facilities Master Plan

- Board will fund their portion of the Joint PRC Library facilities plan; Board desires to be an equal partner in the joint plan

#08 Motion to set aside \$50k from the 2021 unrestricted reserve for a Joint Library Facilities Master Plan

- Moved by Trustee Whelan
- Seconded by Trustee Knox carried

15 Item Capital Plan 2021 to 2025

- Upgrade to Poirier Entrance; grant request of \$100,000 was sent to the government; will find out in October
- ED would like third parking floor at CC be purchased by the City
- Board needs to give direction on this major project; Councillor Wilson says the City is in favour of the Library Link
- Board Chair; include the Library Link in the City Finance binder cover letter; why the Link replacement is important with an explanation of the cost

- Adhoc Policy Committee, requesting a budget to fund some initiatives; waiting for management team feedback on report

#09 Motion to create a new line item called 'Race and Social Equity Investment' and \$15,000 to that budget line

- Moved by Trustee Fisher
- Seconded by Trustee McBride carried

16 Item Motion to approve the 2021 Budget and City of Coquitlam Grant Request

#10 THAT the Coquitlam Public Library Board approves the 2021 Budget and City of Coquitlam Grant Request; final copy will have an adjustment: line item 'Race and Social Equity Investment' added

- Moved by Trustee Whelan
- Seconded by Trustee Adams carried

Regular Agenda

17 Item Report to Board on Race & Social Equity Policy by Adhoc Policy Committee Reported by Trustee Knox and Trustee Fisher

- Drafted a proposed statement for consideration and debate; long term plan that should be considered part of the strategic plan
- Board is aware there may be challenges involved in implementation of the proposed plan; waiting to hear ED and management team feedback on how this can be implemented, integrated, budgeted
- ED and management team will report back recommendations to Board before the September Board Meeting in preparation for discussion at the meeting

18 Item Furniture Update Report – Director Goffe

- Good report; will be helpful for August discussion

19 Item Call for Special August Meeting to Revisit Furniture Project Funding Decision

#11 THAT the Coquitlam Public Library Board meet on August 26 to revisit furniture project funding decision

- Moved by Trustee Whelan
- Seconded by Trustee Leung carried

CONSENT AGENDA

20 Item Board Minutes, Committees & Reports

21 Item Regular Board Minutes, June 24, 2020

22 Item Action Issue Log 2020

23 Item Advocacy Committee Meeting, July 16, 2020, Minutes Available in September

- 24 Item **Executive Director’s Monthly Report July ’20**
- 25 Item Executive Director’s Monthly Report July’20
- 26 Item Financials to end June 2020
- 27 Item Cash flow to June 2020
- 28 Item Quarterly Statistics to June 2020
- 29 Item Policy 1.05.003 – Procurement Policy [REVISED]
- 30 Item Policy 5.05.005 – COVID – Temporary Sick Leave Policy
- 31 Item Menstrual Products – Proved Free to Staff and Customers

- 32 Item **Other Meeting and Representative Reports**
- 33 Item Cultural Services Advisory Committee, July 9, 2020 - Deferred
- 34 Item Friends of the Library – Representative Report [no meeting]
- 35 Item InterLINK Board Representative

- 36 Item **Documents, Reports, Correspondence**
- 37 Item Thank You Letter To Kinsmen Club of Coquitlam
- 38 Item Press Release: New Kids’ Library Card – Designed by Kids
- 39 Item BCLTA Workshops & Trustee Meetups
- 40 Item BCLTA June 2020 Bulletin
- 41 Item COVID Expenses, Jan. 1 to Jun. 30, 2020

#12 THAT the consent agenda be accepted

- **Moved by Trustee Adams**
- **Seconded by Trustee Whelan**

carried

- 42 Item Action items arising from Consent Agenda
 - Typo corrections made on minutes

- 43 Item Council Report – City Councillor Chris Wilson – Verbal Report

- 44 Item Adjournment at 8:30 pm

#14 THAT meeting be adjourned

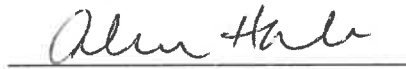
- **Moved by Trustee Whelan**
- **Seconded by Trustee Adams**

carried

Adjourned at 8:30 pm



Todd Gnissios, Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: OCT 26/20

Date Signed: Oct 27 - 2020

Next Special Board Meeting:
Wednesday August 26, 2020
VIDEOCONFERENCE
COQUITLAM, BC
Meeting 5:45 pm

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