



*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, June 24, 2020 via teleconference, Coquitlam, BC

In attendance

Alice Hale, Chair

Erin Adams, Vice Chair

Brian McBride, Treasurer

Matt Djonlic, Trustee

Steve Leung, Trustee

Julie Fisher, Trustee

Natasha Knox, Trustee [left meeting at 7:20 pm]

Dave Whelan, Trustee

Chris Wilson, Councillor

Also Present

Todd Gnissios, Executive Director

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 at 5:45pm

#01 THAT call to order is approved

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

**carried**

02 Item Approval of Agenda

- Two items added to the agenda:
  - 13.a Thank you motion brought by Trustee Whelan
  - 13.b. Mention of 3<sup>rd</sup> party study that the City is organizing

#02 THAT agenda be approved

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

**carried**

03 Item Executive Director – Point of Order

- Executive Director read a prepared a statement on issue arising from Robert's Rules of Order
- Chair ruled that as the Point of Order was withdrawn, the Chair accepted same
- Chair thanked the Management Team and ED

04 Item Motion to Move In-Camera

**#03 THAT meeting is moved in-camera 5:55 pm**

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Whelan**

**carried**

Board only:

HR Committee Report on Executive Director Mid-Year Review

05 Item Executive Director PMP Mid-Year Review

06 Item Action Plan Mid-Year Update

07 Item Exempt Benefits – Section EX.06 (except for consultant sections)

[Staff Rejoin Meeting at 6:33 pm]

08 Item Update on Recruitment

- Executive Director updated Board

09 Item Update on Reopening

- Executive Director updated Board and answered questions

10 Item Update on Exempt Benefits – Consultant

- Motion proposed

**11 Item Motion to Move Out of In-Camera**

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

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

**carried**

Statement from Chair Hale:

'The Board has received the Point of Order statement orally but as chair I haven't ruled on Point of Order and will take it under consideration and reserve my decision'

- Executive Director will send statement to Board

**Item 5: Executive Director PMP Mid-Year Review**

**#05 THAT Board approve Executive Director interim PMP**

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

**carried**

**Item 6: Exempt Benefits – Section EX.05 (except for consultant sections)**

**#06 THAT the Board approve the section EX.05 of the exempt HR benefits policies with the exceptions of:**

- 5.05.003 vacation entitlement
- 5.05.005 sick leave entitlement and usage
- 5.05.010 compensation for overtime
- 5.05.011 compensation for flextime
- 5.06.009 mileage reimbursement/car allowance
- 5.08.004 employee recognition/retirement benefit
- Moved by Trustee Whelan
- Seconded by Trustee Wilson carried

**Item 7: Exempt Benefits – Section EX.05 (consultant sections)**

**#07 That Board approves motion to approach the consultant for a full review of 6 HR policy items, cost up to \$4,000**

- 5.05.003 vacation entitlement
- 5.05.005 sick leave entitlement and usage
- 5.05.010 compensation for overtime
- 5.05.011 compensation for flextime
- 5.06.009 mileage reimbursement/car allowance
- 5.08.004 employee recognition/retirement benefit
- Moved by Trustee Knox
- Seconded by Trustee Adams carried

[Executive Director lost connection with Zoom at 6:45]

DISCUSSION: Master Library Facilities Plan

- Ideas on how to approach City for funding for Library share of the Plan

[Executive Director rejoined Zoom at 6:48]

PRIORITIES

- 12 Item Review of City of Coquitlam Cultural Partners 2021 Budget Parameters
- 0% increase from City; signifies a cut when coupled with loss of revenue
- 13 Item Budget 2021
- Executive Director presented a DRAFT Budget for discussion
  - Executive Director asking the Board for direction: run a deficit or balance the budget; expecting a \$150,000 deficit based on current budget
  - Considerations discussed:
    - Impact of loss of fines revenue for 2021 if Library continues with fines free for some materials
      - Fines as a barrier to borrowing
      - If there is no vaccination available in 2021; do we charge fines?
  - Directives from the City; look internally to meet budget needs vs. new funding requests

- Increased demand for digital collections; COVID related request for funding with City or do we draw from reserves
- Direction to Executive Director from Board:
  - draw a deficit and will revisit idea of fines in fall;
  - Investigate further with City on \$75,000 from the City for Library’s share of the Facilities Master Plan and \$50,000 for collections money

[Trustee Knox leaves at 7:20 pm]

13a Item: Thank you motion by Trustee Whelan [added to agenda]

**#08 THAT the Board recognizes acknowledges and thanks the staff and management of the CPL for their dedication, innovation and response during the present COVID-19 pandemic. Your efforts on behalf of the residents of Coquitlam have been noticed and appreciated**

- Moved by Trustee Whelan
- Seconded by Trustee Adams carried

13b Item: Mention of 3<sup>rd</sup> party study that the city is organization [added to agenda]

- City study to explore how the library and other cultural groups can work more closely with the City
- Board representatives: ED, Chair Hale, Vice-Chair Adams, Trustee Knox

Regular Agenda

14 Item Race & Social Equity

- Reviewed the following statements
  - CULC Statement of Race and Social Equity
  - Tri-Cities Joint Statement on the Impact of COVID-19 on Vulnerable Groups
  - BC Libraries – CO-OP – statement on Black Lives Matter
- Adhoc committee will work on this and report to the Board; committee includes:
  - Trustee Knox
  - Trustee Fisher

**#09 THAT the Board approve recommendations 1: endorse the CULC statement on Race and Social Equity as an aspirational goal of the Coquitlam Public Library, and 2: the Board establishes an Adhoc policy committee to review the race and social equity policy issues arising from the current protest and develop a policy statement to be brought to the July Board Meeting**

- Moved by Trustee Whelan
- Seconded by Trustee Djonlic carried

15 Item CPL Truth and Reconciliation Report 2019

- Reviewed report prepared by Director Goffe; included 9 recommendations for CPL to implement

- #10 **THAT the Board approve the report and endorse the CPL Truth and Reconciliation Report 2019 recommendations**
  - Moved by Trustee Adams
  - Seconded by Trustee Whelan

carried
  
- 16 Item Tri-Cities Children’s Accord – approval to sign for 2020-21
  - CPL is a long term signatory to this initiative
- #11 **THAT the Coquitlam Public Library Board approves the 2020/21 Tri-Cities Children’s Accord; authorizes the Executive Director to sign on behalf of the Library**
  - Moved by Trustee Wilson
  - Seconded by Trustee Djonlic

carried

**CONSENT AGENDA**

- 17 Item **Board Minutes, Committees & Reports**
- 18 Item **Regular Board Minutes, May 27, 2020**
- 19 Item Human Resources Committee, June 8, 2020
- 20 Item Action Issue Log 2020
- 21 Item **Executive Director’s Monthly Reports**
- 22 Item Executive Director’s Monthly Report June ’20
- 23 Item Revised Organization Chart
- 24 Item Financials to end May 2020
  
- 25 Item **Other Meeting and Representative Reports**
- 26 Item Cultural Services Advisory Committee Representative – no meeting
- 27 Item Friends of the Library meeting Representative – no meeting
- 28 Item InterLINK Board Representative – May 26, 2020
  
- 29 Item **Documents, Reports, Correspondence**
- 30 Item Kinsmen Club of Coquitlam Grant
  
- 31 Item **COVID Parking Lot Items**
- 32 Item City/Library Board Planning – tabled until further notice
- 33 Item Library Link Update – tabled until further notice
- 34 Item City Council Social Event – tabled until further notice
- 35 Item CC Furniture RFP Decision – deferred to Special Meeting in August 2020
  
- #12 **THAT the consent agenda be accepted**
  - Moved by Trustee Wilson
  - Seconded by Trustee Adams

carried
  
- 36 Item Action items arising from Consent Agenda

- Item 24 – Statement of financial activity: add explanation against the Board expenditures: consultant
- Item 30 – Board acknowledges Kinsmen Donation with a thank you note; motion to ED to send a letter of thanks
- Furniture:
  - Board requests a report to validate expenditure for a post COVID furniture needs
    - Report to provide solid rationale for furniture spend; consultant to weigh in
  - Provide report for July Board meeting; decision to take place at August meeting
  - Review the plans to ensure the furniture being supplied will allow appropriate response to physical distancing and COVID related issues; also will provide a furniture refresher for the Board
  - Director Goffe will provide a report

**#13 THAT the ED will send a thank you letter to Coquitlam Kinsmen on behalf of the Board**

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

37 Item InterLink Board Representative – Verbal Report

- No report

38 Item Council Report – City councillor Chris Wilson – Verbal Report

- Council appreciated Library 3% cut in budget; efforts very appreciated by council
- From conversations with key City staff; Library should go ahead with furniture project
  - Library furniture plan has been in the works for a very long time
  - City has provided funding for part of this
  - City will support Library decision
- Councillor will follow with this before the August Board meeting to assess if the City position changes
- Regarding City finances and projections; these are early days making it difficult to assess accurately what the impact of the pandemic means for the near future; so far City has weathered the challenges posed by COVID well

ED received notice from Zoom advising attendees will require passwords going forward

- Login will be different next time; password will be included
- Attendees will wait in a waiting room until ED starts the meeting; will need password to join
- NOTE: Implementation delayed until September

- 39 Item Adjournalment at 7:57 pm
- #14 THAT meeting be adjourned
  - Moved by Trustee Adams
  - Seconded by Trustee Leung

carried

Adjourned at 7:57 pm



Todd Gnissios, Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: OCT 26/20

Date Signed: Oct 27-2020

Next Regular Board meeting:

Wednesday July 22, 2020  
 VIDEOCONFERENCE  
 COQUITLAM, BC  
 Meeting 5:45 pm

