

MINUTES of the Regular Meeting of the Coquitlam Public Library Board held on Wednesday, January 22, 2020 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam BC

Present: Alice Hale, Chair
Erin Adams, Vice-Chair [*arrived at 6:04pm*]
Brian McBride, Treasurer
Matt Djonlic, Trustee
Steve Leung, Trustee
Julie Fisher, Trustee
Natasha Knox, Trustee
Councillor Chris Wilson

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

Regrets: Dave Whelan, Trustee

Observers: None

CALLED TO ORDER

01 Item Call to Order (Executive Director Gnissios)
Todd Gnissios, Executive Director called the meeting to order at 5:49 pm

02 Item Approval of Agenda

- #01 THAT agenda be approved**
- **Moved by Trustee Djonlic**
 - **Seconded by Trustee McBride** **carried**

03 Item Review of Board Committees and Appointments

- ED reviewed the standing committees and representatives

04 Item Board Elections for 2020

- ED reviewed the process, called for nominations

(i) Election of Chair

Nominations for Chair were called three times:

- Trustee McBride nominated Trustee Hale
- Nomination accepted by Trustee Hale

No further nominations received

- Trustee Hale acclaimed as Chair of the Library Board of Trustees for 2020
- Executive Director Gnissios transferred meeting chair to Trustee Hale
- Board Chair took over presiding of meeting

05 Item Elections continued

(ii) Election of Vice-Chair

Nominations for Vice-Chair were called three times:

- Trustee Djonlic nominated Trustee Adams
- Nomination accepted by Trustee Adams

No further nominations received

- Trustee Adams acclaimed as Vice-Chair of the Library Board of Trustees for 2020

(iii) Election of Treasurer

Nominations for Treasurer were called three times:

- Trustee Leung nominated Trustee McBride
- Nomination accepted by Trustee McBride

No further nominations received

- Trustee McBride acclaimed as Treasurer of the Library Board of Trustees for 2020

(iv) Election of Board Committee members for 2020:

1. Finance & Audit Committee
Trustees Hale, McBride & Leung
2. Human Resources Committee
Trustees Hale, Adams, McBride and Whelan
3. Advocacy and Fund Development
Trustees Djonlic and Fisher and Councillor Wilson
Chair Hale as alternate
4. Planning and Development
Trustees Hale, Whelan, Adams and Councillor Wilson

- Chair Hale clarified that the Planning and Development Committee will focus on compiling information for the City related to community planning

(v) Election of Board Representatives for 2020

1. InterLINK Representative & alternate
 - Trustee Knox
 - Trustee Whelan
 - Chair Hale suggests these meetings can be attended by phone and the trustees can trade off
2. BCLTA Representative

- As ED gets information and distributes to the Board; no representative appointed
3. Friends of the Coquitlam Public Library Representative and alternate
 - Trustee Djonlic volunteered (no change from previous year)
 - Trustee Whelan as alternate
 4. City of Coquitlam Arts and Culture Committee Representative

City appointed Todd Gnissios, Executive Director

 - CPL Board accepts Executive Director Gnissios appointment by the City to be representative to the City of Coquitlam Arts and Culture Committee - Agreed

[Board meeting caucused for Board group photo 6:04 pm – 6:30 pm]

06 Item Priorities

07 Item 2020 – Signing Officers

#02 THAT the CPL Board Chair, Vice-Chair, Treasurer, and CPL Executive Director, Deputy Director and Director of Community Engagement be made the signing authorities for CPL, where all cheques must be signed by two people, one of three staff and one of three Board Trustees

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

08 Item 2020 – Management Action Plan

- Collections will be added to the Action Plan once Board approves it in February
- Risk policy is in draft form and with the HR Committee; to be forwarded to the Finance Committee which will either send to the Board for approval or back to the management team for further work
- Risk policy will be added to the Action Plan once it's approved by the Board; to be listed as TBD in the Action Plan
- Action Plan items will be rated to reflect Board priorities
- Board sees this as a fluid document and will receive updates on the Action Plan on a quarterly basis

ACTION: ED will prioritize the items on the Action Plan and bring to February meeting for Board review. A column will be added to include budget for each item once it's approved.

- ED asked Board to consider approving the policies as they are currently written
- Board recognizes the importance of updating policies and will review policies as they are brought forward
- **Education Leave** and **Working From Home** policies will be reviewed in February meeting

09 Item City Centre Furniture Options

- Three options presented: 1(A), 2(B), 3(C);
- ED recommended option C, not including teen and children's area
- Board recognizes that delaying the furniture upgrade to Teen and Children's areas will affect buying power in the future; which is dependent on price fluctuations, market changes, vendor changes, product availability, value of Canadian dollar
- Board will decide on scope at this time; option A is ready to act on, option B and C will require consultants engagement, quotes and Board approval
- There are currently enough funds in reserve to fund collections and furniture upgrade including renovation costs
- City may still approve Collections money; this to be discussed in February meeting
- The furniture project can be completed in 2020 if Board approves in the next two months

#02 THAT the CPL Board approve option B(2); approve the scope; approve ED to meet with consultants to finalize the dollar amount and request quotes; management to review and bring a recommendation to the Board

- **Moved by Trustee Fisher**
- **Seconded by Vice-Chair Adams** **carried**
- **Trustee Leung abstains**
- **Trustee McBride opposes**

10 Item Regular Business

11 Item 2020 Budget – revised

- \$15,000 janitorial in building maintenance

#03 Motion to approve the revised budget

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Fisher** **carried**
- **Trustee Knox abstains**

CONSENT AGENDA

12. Documents, Reports, Correspondence:

- 13. Letter - 2020 Library Board Trustee Recommendation to City Council
- 14. Letter Received – Councillor Wilson Appointment to Library Board 2020 year
- 15. Letter Received – City of Coquitlam Approved Grant for 2020 year
- 16. Letters – Facility Operating Agreement Extensions to December 2020
- 17. Press Release: Public Input Shapes New Coquitlam Strategic Plan
- 18. Press Release: Construction Set to Begin on Coquitlam YMCA and Amenities

19. Publications/Newsletters:

none

20. Board Minutes, Committees & Reports:

- 21. Regular Board Meeting Minutes, November 27'19
- 22. 2020 – Action Issue Log
- 23. 2019 – Action Issue Log

24. Executive Committee Meeting, January 6, 2020
25. 2020 – Board Meetings & Events
26. 2020 – Board & Exec Contact Information
27. 2020 – Executive Director Reporting & Information schedule
28. TOR – Finance and Audit Committee
29. TOR – Human Resources Committee
30. TOR – Executive Committee [no mandate]
31. TOR – Advocacy Committee (to be written at first meeting of the committee in 2020)
32. TOR – Planning Committee (to be written at first meeting of the committee in 2020)
33. TOR – ~~Policy and Governance Committee~~ [discontinued Jan11'20]
34. TOR – ~~Advocacy and Fund Development Committee~~ [discontinued Jan11'20]
35. TOR – ~~Planning and Development Committee~~ [discontinued Jan11'20]
36. 2020 – Schedule of Holiday & Sunday Closures

37. Other Meeting and Representative Reports

38. InterLINK representative report (role vacant, no report)
39. Friends representative report (next meeting, January 18, 2020)

40. Executive Director’s Monthly Reports

41. Executive Director Report – January 2020
42. Financials to November 2019
43. Financials to December 2019 [incomplete]
44. Library Link Financials Jan to Dec 2019

#03 Motion to approve the consent agenda

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

carried

45 Item Action items arising from Consent Agenda

- 2020 Board Meetings; there will be an added meeting in March and may not meet in July
- Item 31, 32; committees will meet to discuss terms of reference, and action plan

ACTION: ED to send out doodle to help set up meetings
 ACTION: ED will send event attendance information to Board

- Board interested in 3D printer usage metrics

ACTION: Deputy Director will provide these stats to the Board

ACTION: ED will add a section on the last page of the Agenda as a place for Trustees to add ‘board topics’

46 Item Council Report – City Councillor/Trustee Wilson

Councillor Wilson appreciated the retreat

47 Item Move in-camera

Motion to move in-camera

#04 THAT the CPL Board move in-camera

- Moved by Trustee Fisher
- Seconded by Trustee Djonlic

carried

Moved in-camera at 7:29pm

48 Item In Camera

49 Item Labour Relations Update

- ED gave report

50 Item Priorities: Exempt Human Resource Policies

51 Item In-Camera (Board only) 7:45pm

52 Item Move out of in-camera at 8:40pm

#05 THAT the Board move out of in-camera

- Moved by Trustee McBride
- Seconded Trustee Fisher

carried

53 Item Adjournment at 8:40pm

#06 Motion to adjourn

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

carried

Adjourned at 8:40pm



Todd Gnissios, Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: MAR 2/20

Date Signed: 02-26-2020

Next Regular Board Meeting:

**Wednesday, February 26, 2020
5:30 pm Dinner, 5:45 pm Meeting
City Centre Branch, Board Room**