



*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, November 25, 2020 via videoconference, Coquitlam, BC

In attendance

|                          |                       |
|--------------------------|-----------------------|
| Alice Hale, Chair        | Julie Fisher, Trustee |
| Erin Adams, Vice Chair   | Natasha Knox, Trustee |
| Brian McBride, Treasurer | Dave Whelan, Trustee  |
| Matt Djonlic, Trustee    | Chris Wilson, Trustee |
| Steve Leung, Trustee     |                       |

Also Present

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

Regrets: None  
 Observer: Andrea Yuill, CPL, Program Assistant

CALLED TO ORDER

- Chair Hale welcomed Andrea Yuill

01 Item Call to Order at 5:50 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

- Welcome to observer Andrea Yuill

*[Andrea Yuill leaves meeting; will rejoin after the in camera portion]*

**#01 THAT call to order is approved**

- **Moved by Trustee McBride**
- **Moved by Trustee Wilson**

**carried**

02 Item 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"*

- 03 Item Approval of Agenda  
**#02 THAT agenda be approved**
- **Moved by Trustee McBride**
  - **Seconded by Trustee Wilson**
- carried**
- 04 Item Motion to Move In-Camera at 5:52 pm  
**#03 THAT the meeting is moved in-camera**
- **Moved by Trustee Adams**
  - **Seconded by Trustee Whelan**
- carried**
- 05 Item Recruitment Update  
06 Item Labour Relations Update  
07 Item COVID Response Update  
08 Item Trustee Recruitment – Adhoc Committee Recommendations  
09 Item In Camera (Board Only) 6:32 pm  
10 Item HR Committee Update  
11 Item Advocacy Committee Update  
12 Item Development Committee  
13 Item Motion to Move Out Of In-Camera at 7:11 pm
- #04 THAT meeting is moved out of in-camera**
- **Moved by Trustee Whelan**
  - **Seconded by Trustee Wilson**
- carried**
- #05 THAT Trustee recommendations are received**
- **Moved by Trustee Wilson**
  - **Seconded by Trustee McBride**
- carried**

## PRIORITIES

- 14 Item Motions – Yearend financial adjustments

**#06 THAT the Board approve:**  
**Motion #A: The Library Board receives the Year End Financial Transfers report for information acknowledging the funding notes of A, B, and C; subject to having a transitional schedule**

**#07 Motion 1: THAT the Board Approves Motion #1: IT Equipment and Sustainability Reserve**

The Board approves the transfer of \$90,005 operating funds in the TCA Computer Equipment Sustainability line to the Computer Equipment Sustainability Fund capital reserve on December 31, 2020.

**#08 Motion 2: THAT the Board Approves Motion #2: IT Project Upgrade (one time grant)**

The Board approves the allocation of all remaining capital reserve funds in the IT Project Update (One Time Grant) surplus funds to cover the Lendable Laptop Project costs, the \$20,000 to the Web Project Costs, and the remaining costs to cover the LL WiFi and parking lot project costs, and close the capital reserve account.

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

**REGULAR AGENDA**

15 Item City Council Financial Plan Presentation – debrief

16 Item Board Meetings 2021 – proposed change to January Organizational Meeting

- Reschedule January Board meeting from the 20<sup>th</sup> to the 14<sup>th</sup> to give the Board more time to prepare for the coming year

**#09 THAT the Board approve the motion to reschedule the January 2021 meeting date from the 27<sup>th</sup> to the 14<sup>th</sup>**

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

17 Item Board Retreat 2021 – recommendation by Chair Hale

**#10 THAT the Board retreat is held on February 6<sup>th</sup>**

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

**CONSENT AGENDA**

18 Item Board Minutes, Committees & Reports

19 Item Regular Board Minutes, October 28, 2020

20 Item Action Issue Log 2020

21 Item HR Committee – November 13 and 17, 2020 [no minutes]

**22 Item Executive Director's Reports**

23 Item Executive Director's Monthly Report Sept'20

24 Item Financial Reports to end of Sept'20

25 Item COVID Expenses October 2020

26 Item 2020 Projected Year End Financial Activities Report

27 Item STATS – 2020 3<sup>rd</sup> QTR YTD Comparison

28 Item Strategic Plan 2019 to 2021 & Management Team 2020 Action Plan Update

29 Item Risk Register update

30 Item 2020 Customer Satisfaction Survey

**31 Item Other Meeting and Representative Reports**

32 Item Cultural Services Advisory Committee Representative [no meeting]

- 33 Item Friends of the Library – Representative Report [no meeting]
- 34 Item InterLINK Board Representative – Oct 27'20
- 35 Item **Documents, Reports, Correspondence**
- 36 Item BCLTA Bulletin Nov'20 Link
- 37 Item BCLTA – November Workshop & Meet-ups Link
- 38 Item Building Operating Agreements – Signed
- 39 Item Notice of roll-over of Library Board Representative to Cultural Services Advisory Cmte
- 40 Item Tri-City News – Port Moody Public Library struggling with budget shortfall Link
- 41 Item COVID Parking Lot Items – deferred to 2021**
- 42 Item City/Library Board Planning
- 43 Item City Council Social Event

**#011 THAT the consent agenda be received**

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

- 44 Item Action Items Arising From Consent Agenda
  - Item 30: 2020 Customer Satisfaction Survey
    - Board acknowledges the importance of increasing our profile in the community; would like to ensure we are working with the City
  - Item 25: COVID Expenses Oct 2020
    - In February the Board will receive an annual COVID expenditure for 2020 and will include material resources
    - COVID expenses will be provided on a quarterly basis; summary of expenses
      - Future Board will decide on the frequency of the report
  - Item 29: Risk Register Update
    - Currently we are covered for COVID liability; expect restrictions March 1<sup>st</sup>

45 Item Council Report – City Councillor Chris Wilson – verbal report

- City plans are moving forward; Board needs to consider the future location of the City Centre Branch
- March/April would be a good time to reach out to the councillors in the spirit of advocacy; Board should consider doing this twice a year
- Board and City Council meeting; should be rescheduled post-COVID

[Board will meet on December 10<sup>th</sup>, 6 pm via videoconference for a year end social]

- 46 Item Chair Hale – End of Term Statement and Recommendations to Board
  - Thanks to Trustee McBride for his 7 year commitment and bringing such a great collection of skills sets to the Board and the Library

- Trustee McBride acknowledged and thanked the Board, the Chair and the management team
- Chair Hale thanked the Board and management team for 8 years; very proud of the accomplishments and growth of the Board and the library
- Special thanks to the City and Councillors for their support
- Proud to serve the community as the library trustees; thanks to employer to be flexible and accommodating
- To Todd and team: very fortunate to have them; leading a talented staff ; all people part of this organization; make the library relevant , responsive, respected, especially during COVID; we did what other libraries couldn't do. This has earned us well deserved praise

*[Board Chair thanks Andrea Yuill for attending]*

47 Item Adjournment 8:42 pm

**#12 THAT meeting be adjourned**

- **Moved by Trustee Whelan**
- **Seconded by Trustee McBride**

**carried**

Adjourned at 8:42 pm



Todd Gnissios, Secretary to the Board



Erin Adams, Acting, Chair Library Board

Date Signed: JAN 18/21

Date Signed: Feb. 17/21

Next Regular Board meeting:

January 14, 2021

VIDEOCONFERENCE

COQUITLAM, BC

Meeting 5:45 pm

