



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, September 23, 2020 via videoconference, Coquitlam, BC

In attendance

Alice Hale, Chair

Erin Adams, Vice Chair

Brian McBride, Treasurer

Steve Leung, Trustee

Julie Fisher, Trustee

Natasha Knox, Trustee

Dave Whelan, Trustee

Chris Wilson, Councillor

Also Present

Todd Gnissios, Executive Director

Anthea Goffe, Director Community Engagement

Ryan Jamieson, Director Services and Facilities

Lily Vukasovic, Office Manager (minute taker)

Regrets: Matt Djonlic, Trustee

Anthea Goffe, Deputy Director & Director Community Engagement

Observer: Barbara Weston, Manager - Programming and Community Connections

CALLED TO ORDER

01 Item Call to Order at 5:48 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

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

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

**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
- Item 07 amended to 'Adhoc Committee Update'
  - Report is information for Adhoc Committee and is withdrawn

**#02 THAT agenda be approved with amendment to Item 07**

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

PRIORITIES

- 04 Item City Council Financial Plan Presentation (ED)
- ED reviewed the presentation which will be made to the City by ED and Board Chair
  - Board gave feedback
    - Highlight CPL COVID response; CPL were regional leaders during the early phases of the pandemic
    - Board noted that we are only asking for a base budget amount; worth messaging that we are using our reserves to cover the added costs of COVID in a time when our revenue stream is diminished

- 05 Item Trustee Recruitment – Adhoc Committee
- Three members will review applications against the Considerations Document
  - Interviews will be via Zoom; recommendations made to the Board by November 6<sup>th</sup>

**#03 That the Board established an Adhoc Trustee Recruitment Committee; Vice-Chair Adams, Trustee Knox, and Trustee Whelan to recommend the required number of candidates to the City Council for appointment as Library Trustees for the 2021 year**

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

- 06 Item Collections Report and Project Proposal
- ED recommends reapproving the original \$200,000 expenditure as outlined

**#04 THAT Board approve the release of \$200,000 of unrestricted reserve funds to meet the Library's critical collection needs as outlined in the budget allocations**

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

REGULAR AGENDA

- 07 Item Adhoc Policy Committee Update (amended)
- Will work on reporting and incorporating this policy to lay groundwork for the next strategic plan

- Committee will draft a revised policy and present at the October meeting; will send to management team for one more review before presenting

08 Item Board Long Service Awards and Dinner – Update

- The Christmas dinner was cancelled; deposit applied to December 2021
- This year we may do an online event for staff; considering entertainment, Skip the Dishes vouchers
- Board virtual social gathering; second week of December

### **CONSENT AGENDA**

09 Item Board Minutes, Committees & Reports

10 Item Regular Board Minutes, July 22, 2020

11 Item Special Board Minutes, August 26, 2020

12 Item Regular Board Minutes, June 24'20 [Amended]

13 Item Action Issue Log 2020

14 Item HR Committee – September 8, 2020 [no minutes, see item 37]

### **15 Item Executive Director's Monthly Report July '20**

16 Item Executive Director's Monthly Report Sept'20

17 Item Executive Director's Quarterly Expense Report – no expenses for July

18 Item Financials to end July 2020

19 Item Forecasted Surplus for 2020

20 Item COVID Costs Statement, Direct Costs Related to COVID To Date

21 Item Title Change: Anthea Goffe, Deputy Director and Director – Community Engagement

### **22 Item Other Meeting and Representative Reports**

23 Item Cultural Services Advisory Committee, Jul 9 & Sept 17

24 Item Friends of the Library – Representative Report [no meeting]

25 Item InterLINK Board Representative; no report, next meeting September 29'20

### **26 Item Documents, Reports, Correspondence**

27 Item BCLTA July/Aug 2020 Bulletin

### **28 Item COVID Parking Lot Items – tables until further notice**

29 Item City/Library Board Planning

30 Item Library Link Update

31 Item City Council Social Event

32 Item Action Items Arising From Consent Agenda

- none

**#05 THAT the consent agenda be accepted**

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

- 33 Item Council Report – City Councillor Chris Wilson – verbal report
- City restructuring; new Parks and Recreation Manager; Don Luymes
  - Councillor Wilson will make introductions
  - UBC Motions; Councillor Wilson will email the councillors that are attending to advise them to vote on motions that are library positive

[Board Chair: Thank you to Barbara Weston for joining us]

- 34 Item Motion to Move In-Camera at 7:19 pm
- #06 THAT the meeting is moved in-camera at 7:19 pm**
- **Moved by Trustee Whelan**
  - **Seconded by Councillor Wilson** **carried**

- 35 Item Recruitment Update
- 36 Item Labour Relations Update

IN CAMERA (BOARD ONLY) at 7:26 pm

- 37 Item Hr Committee Update
- #07 THAT Board approved up to \$3,000 spend for an ED salary review report by HR Consultant, Kathy Sainas**
- **Moved by Trustee Adams**
  - **Seconded by Trustee Leung** **carried**

- 38 Item Advocacy Committee Update
- 39 Item Motion to Move Out Of In-Camera

- #08 THAT meeting is moved out of in-camera 8:41 pm**
- **Moved by Trustee McBride**
  - **Seconded by Councillor Wilson** **carried**

- 40 Item Adjournment 8:41 pm
- #09 THAT meeting be adjourned**
- **Moved by Councillor Wilson**
  - **Seconded by Trustee Adams** **carried**

Adjourned at 8:41 pm



Todd Gniissios, Secretary to the Board



Alice Hale, Chair Library Board

Date Signed: Feb 3/21

Date Signed: Feb. 17, 2021

Next Regular Board meeting:  
Wednesday October 28, 2020  
VIDEOCONFERENCE  
COQUITLAM, BC  
Meeting 5:45 pm

