



*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 Thursday,
January 14, 2021 via videoconference, Coquitlam, BC

Present: Erin Adams, Vice-Chair
Dave Whelan, Trustee
Matt Djonlic, Trustee
Steve Leung, Trustee
Julie Fisher, Trustee
Natasha Knox, Trustee
Dennis Marsden, Trustee
Kimberly Sivak, Trustee
Monica Heir, Trustee

Also Present: Todd Gnissios, Executive Director
Anthea Goffe, Deputy Director & Director Community Engagement
Ryan Jamieson, Director Customer Experiences and Facilities
Lily Vukasovic, Office Manager (minute taker)

Regrets: none

Observers: Jeannine Silvestrone [joined meeting at 6:20 pm]

CALLED TO ORDER

- 01 Item Call to Order (Executive Director Gnissios)**
Todd Gnissios, Executive Director called the meeting to order at 5:54 pm
- 02 Item Approval of Agenda**
- #01 THAT agenda be approved**
- **Moved by Trustee Djonlic**
 - **Seconded by Trustee Knox** **carried**
- 03 Item Land Acknowledgement (standing item)**
- 04 Item Introduction of Three New Trustees, Existing Trustees, and Staff Attendees**
- Monica Heir
 - Kimberly Sivak
 - Dennis Marsden
 - Existing Trustees and Management Team
- 05 Item Review of Board Committees and Appointments**
- ED reviewed the standing committees and representatives
- 06 Item Board Elections for 2021**
- ED reviewed the process, called for nominations

- (i) Election of Chair
 - Nominations for Chair were called three times:
 - Trustee Djonlic nominated Trustee Adams
 - Nomination accepted by Trustee Adams
 - No further nominations received
- Trustee Adams acclaimed as Chair of the Library Board of Trustees for 2021
- Executive Director Gnissios transferred meeting chair to Trustee Adams
- Board Chair took over presiding of meeting

07 Item Elections Continued

- (ii) Election of Vice-Chair
 - Nominations for Vice-Chair were called three times:
 - Trustee Whelan nominated Trustee Knox
 - Nomination accepted by Trustee Knox
 - No further nominations received
- Trustee Knox acclaimed as Vice-Chair of the Library Board of Trustees for 2021
- (iii) Election of Treasurer
 - Nominations for Treasurer were called three times:
 - Trustee Leung nominated Trustee Whelan
 - Nomination accepted by Trustee Whelan
 - No further nominations received
- Trustee Whelan acclaimed as Treasurer of the Library Board of Trustees for 2021
- (iv) Election of Board Committee members for 2021

#02 THAT for 2021 two trustees serve on the Finance and Audit Committee in addition to the Chair and Treasurer for purposes of succession planning

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

1. Finance & Audit Committee
Trustee Adams, Whelan, Leung, Sivak

[Observer Silvestrone joined at 6:20 pm]

2. Human Resources Committee
Trustee Adams, Knox, Whelan, Heir
3. Advocacy and Fund Development: *deferred to retreat on Feb. 6*
4. Development: *deferred to retreat on Feb. 6*

- (v) Election of Board Representatives for 2021: *deferred to retreat on Feb. 6*

1. InterLINK Representative & alternate
2. BCLTA Representative
3. Friends of the Coquitlam Public Library Representative and alternate

- (vi) Confirmation of standing appointment of Executive Director to: City of Coquitlam Arts and Culture Services Advisory Committee Representative
 - o CPL Board accepts Executive Director Gniissios appointment by the City to be representative to the City of Coquitlam Arts and Culture Committee – agreed

#03 THAT nominations are approved

- Moved by Trustee Fisher
- Seconded by Trustee Whelan carried

08 Item Motion to Move In-camera

#04 THAT the CPL Board move In-Camera

- Moved by Trustee Fisher
- Seconded by Trustee Marsden carried

Moved in-camera at 6:25 pm

- 09 Item Development Committee Update
- 10 Item Recruitment Update
- 11 Item Labour Relations Update
- 12 Item COVID Response Update
- 13 Item 2021 Management Action Plan [deferred to February 2021]
- 14 Item HR Executive Benefits Policies (Board and ED)

15 Item In-Camera (Board only) 7:00 pm

#05 THAT the Board move in-camera

- Moved by Trustee Fisher
- Seconded Trustee Marsden carried

16 Item HR Committee Update

17 Item Move Out of In-Camera

#06 THAT the Board move out of in-camera

- Moved by Trustee Fisher
- Seconded Trustee Whelan carried

Moved out of in-camera at 7:10 pm

18 Item Priorities

19 Item 2021 – Signing Officers

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

- Moved by Trustee Fisher
- Seconded by Trustee Djonlic carried

20 Item Regular Business

- 21 Item 2021 Budget [FINAL]
- No increase from City and Province
 - Confirmed approval of \$100k one-time collections CSR grant
 - ED will investigate PPE cost recovery with City in response to Board suggestion
- #08 THAT the Board approve the revised 2021 Operating Budget**
- **Moved by Trustee Djonlic**
 - **Seconded by Trustee Whelan** **carried**
- 22 Item City CSR Grant, Update
- CPL submitted 5 proposals
 - Seniors outreach expansion – City asking for additional information
 - Service expanded for all seniors 60+
 - Virtual programming –City asking for additional information
 - Digital and special collections - approved
 - Poirier outdoor space – submitted with temporary tent structure
 - Pop up library vehicle – propose the purchase of a vehicle
- 23 Item Board Retreat, Verbal Report by Chair Adams
- Facilitated all day event starting at 9 am; preceded by questionnaire
 - Agenda falls into 2 parts
 - 1 – How we work as a Board
 - 2 – What will the Board work on in 2021

CONSENT AGENDA

24 Board Minutes, Committees & Reports:

- 25 Regular Board Meeting Minutes, November 25'20
- 26 2020 – Action Issue Log [FINAL]
- 27 2021 – Action Issue Log
- 28 2021 – Annual Meeting & Reporting Schedule
- 29 2021 – Board & Exec Contact Information
- 30 TOR – Finance and Audit Committee
- 31 TOR – Human Resources Committee
- 32 TOR – Executive Committee
- 33 TOR – Advocacy Committee
- 34 TOR – Planning Committee

35 Executive Director's Monthly Reports

- 36 Executive Director Report – January 2021
- 37 2021 – Library Holiday & Opening Hours
- 38 Financials to November 2020
- 39 COVID Expenses to December 2020
- 40 Library Link Financials Jan to Dec 2020

41 Other Meeting and Representative Reports

- 42 Cultural Services Advisory Committee Representative [November 26, 2020]
- 43 InterLINK Representative Report (no report)
- 44 Friends Representative Report (no meeting)

45 Documents, Reports, Correspondence:

46	BLCTA Bulletin December'20 [LINK]	
47	BCLTA Bulletin January'21 [LINK]	
48	Letter Received – Citizen Appointments to Library Board 2021 year	
49	Letter Received – City of Coquitlam Approved Grant for 2021 year	
50	Holiday Hello Message – Phone Message Transcript from a Happy Customer	
51	COVID Parking Lot Items	
52	City/Library Board Planning	-deferred to 2021
53	City Council Social Event	-deferred to 2021
54	Service Level Agreement with City of Coquitlam	- deferred to 2021
55	Education – Review Why Board Information Agenda Items	- deferred to 2021
56	Education - Proposal – Advocacy (delivery TBD)	- deferred to 2021

#09 Motion to approve the consent agenda minus Item 28, 29, Item 36

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

57 Item Action Items Arising from Consent Agenda

Item 28 (previously pulled from consent agenda and added as item 58)

Item 36 Director's Report

- Homeless library training program for staff; supports the work being done with people with challenges

Item 29 Contact Information

- Board contact information will be moved to in camera; adjusted to only include phone numbers and email addresses
- Will amend and redistribute to the Board

58 Item 2021 – Annual Meeting & Reporting Schedule

#10 Motion to adjust the Board schedule to add a meeting in March and cancel the July meeting

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

59 Item Council Report – City Councilor/Trustee – verbal report

- Busy year for City; lots of projects such as NE sector development and Coquitlam Centre Area Plan
- Looking for opportunities to work with the library to satisfy community needs

60 Tri-City Chamber of Commerce Gala Tickets

- Library is a finalist for the not-for-profit category; invite extended to the Trustees

60 Item Adjournment (moved/time) 8:01 pm

#11 Motion to adjourn

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

Adjourned at 8:01pm



Todd Gnissios, Secretary to the Board



Erin Adams, Chair Library Board

Date Signed: MAR 29, 21

Date Signed: Mar. 6, '21

Next Regular Board Meeting:

**Wednesday, February 24, 2021
5:45 pm Meeting
Via videoconference**