



*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, March 24, 2021 via videoconference, Coquitlam, BC

Present: Erin Adams, Chair  
Natasha Knox, Vice-Chair [left meeting at 6:56 pm]  
Dave Whelan, Treasurer  
Matt Djonlic, Trustee  
Julie Fisher, Trustee  
Monica Heir, Trustee  
Dennis Marsden, Trustee  
Kimberly Sivak, Trustee

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

Regrets: Steve Leung, Trustee  
Ryan Jamieson, Director Customer Experiences and Facilities

Observers: Jeannine Silvestrone

## **CALLED TO ORDER**

**01 Item Call to Order**  
Chair Adams called the meeting to order at 6:21 pm

**02 Item Approval of Agenda**

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

**03 Item Land Acknowledgement (standing item)**

**04 Item Motion to Move In-Camera**

- #02 THAT the CPL Board move in-camera**
- **Moved by Trustee Whelan**
  - **Seconded by Trustee Sivak** **carried**

Moved in-camera at 6:22 pm

**05 Item Recruitment Update**

**06 Item Labour Relations Update**

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

- #03 THAT the Board move out of in-camera**

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

Moved out of in-camera at 6:29 pm

**08 Item Priorities**

09 Item Audited 2020 Financial Statements

**#04 THAT the CPL Board approves the 2020 Audited Financial Statements as recommended by the Finance and Audit Committee**

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

10 Item Budget 2020 Priorities – general discussion of 2022 budget priorities  
*Backgrounder – Five Year Budget asks 2015 – 2020 (no asks in 2021)*  
*Backgrounder – Budget priorities discussed to date*

- Race and Social Equity is a topic in the City’s business plan; ED will reach out to Karen Masi on the possibility of partnering with the City
- Review of the 2021 to 2025 Prioritized List of Capital Projects
  - Conversations with Councilors will be centered on these priorities:
    1. Library Link
    2. Collections

[Trustee Knox left at 6:56 pm]

- Review of 2021 to 2025 Priority List of Capital Projects- discussion
  - Top priorities:
    - #9: Self Check Replacements (2023)
      - Would prefer to replace all at once, but can manage replacing them one at a time and absorbing the cost
    - #11: CC Sorter Replacement (2025)
      - This is a concern as ongoing repairs add up
    - #13: Integrated Library System (ILS) Replacement (2023)
      - New vendor is modifying the platform; considering changing vendors
  - Mid priorities:
    - #10: Library Lending Kiosks (2024)
      - ‘small Spokes’ in a Hub and Spoke Model
    - #12: CC Pinetree Entrance (2024)
      - This is not a big cost but will support the City goal of ‘walkability’ in the downtown core
    - #15: PO Sorter
      - Replaces manual sorting; frees staff to provide front line serve
  - Other Initiatives not considered at this time:
    - #7: City Centre, third floor parking (2025)
    - #8: PO Wayfinding Monitors (2022)
    - #14: PO Modifications to shelving configuration

**ACTION ITEM:** ED will prepare a breakdown of capital vs. operations and end of life information in a table format for item 9, 11, 13. ED will also update the form that goes to the city based on this discuss, with a fuller explanation for the Board.

- 11 Item Refer Fundraising Issue to Board Committees
- Board committees will explore this question further; findings will frame CPL philosophy on this topic; at this time CPL is not a fundraising library
  - Some considerations are:
    - CPL does not have the skill set for this nor the capacity in terms of resources
    - We need to understand the difference between fundraising and funding
    - City Councillors have indicated they would like to see us pursue other sources of funding; need to better understand what the City Councilor expectations are
    - Will require City support if we decide to go in this direction
  - Library will not be pursuing a fundraising 'ask' for 2022 at this time

## **CONSENT AGENDA**

### **12 Board Minutes, Committees & Reports:**

- 13 Regular Board Meeting Minutes, February 24, 2021  
 14 2021 – Action Issue Log  
 15 Finance and Audit Committee Meeting, March 2, 2021  
 16 Finance and Audit Committee workplan 2021  
 17 Development Committee, March 3, 2021  
 18 Advocacy Committee, February 22  
 19 Advocacy Committee, March 8, 2021  
 20 Advocacy Committee Workplan 2021  
 21 Executive Committee, Wednesday, March 17, 2021 [no minutes]

### **22 Executive Director's Monthly Reports**

- 23 Executive Director Report – March 2021  
 24 Financials January 2021  
 25 Financial Reserves at December 31, 2020  
 26 CPL Living Legacy Endowment Fund Statement to Dec'20  
 27 Library Link Funding Report

### **28 Other Meeting and Representative Reports**

- 29 Cultural Services Advisory Committee Representative [next Meeting April 8, 2021]  
 30 InterLINK Representative Report, February 23, 2021  
 31 Friends Representative Report, potential meeting March 25, 2021

### **32 Documents, Reports, Correspondence:**

- 33 BCLTA Bulletin March'21 [\[LINK\]](#)  
 34 Holiday Hellos – letters from customers  
 35 Letter from City Archivist  
 36 CSRP Funding Approval Letter  
 37 Newspaper Article "[Want to borrow that e-book from the library? Sorry, Amazon won't let you.](#)"  
 38 CPL Program and Event Guide, April to June [\[LINK\]](#)  
 39 City of Coquitlam Smart21 Community (CPL mentioned twice) [\[LINK\]](#)

### **40 COVID Parking Lot Items**

- 41 City/Library Board Planning -deferred to 2021  
 42 City Council Social Event -deferred to 2021

**#05 Motion to approve the consent agenda**

- **Moved by Trustee Whelan**
- **Seconded by Trustee Marsden** **carried**
- Director's Report
- The Library was mentioned in a report that commended the City as a Smart Community; Trustees will build this into dialogue with City Councillors; this is a big achievement for the Library and should be discussed as a point of pride in recognition of the role we play in our community; in line with the City

44 Item Action Items Arising from Consent Agenda [none]

45 Item Council Report – City Councillor/Trustee – verbal report


- Met with the Deputy City Manager regarding the 'new library'; suggested they need a higher-level service discussion

46 Item Adjournment at 8:10 pm

**#06 Motion to adjourn**

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

Adjourned at 8:10 pm

  
 \_\_\_\_\_  
 Todd Gnissios, Secretary to the Board

**Erin Adams** Digitally signed by Erin Adams  
Date: 2021.06.15 12:49:31 -07'00'  
 \_\_\_\_\_  
 Erin Adams, Chair Library Board

Date Signed: JUN 25/21

Date Signed: \_\_\_\_\_

**Next Regular Board Meeting:**  
**Wednesday, April 28, 2021**  
**5:45 pm Meeting**  
**Via videoconference**