



*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, October 27, 2021 via videoconference, Coquitlam, BC

Present: Erin Adams, Chair
Natasha Knox, Vice-Chair
Dave Whelan, Treasurer
Matt Djonlic, Trustee
Julie Fisher, Trustee
Steve Leung, 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)
Gordana Rauski, Director Operations

Regrets: Dennis Marsden, Trustee & Councillor

Observers: Donna Clarke-MacMurchy, Programming Assistant

CALLED TO ORDER

01 Item Call to Order
Chair Adams called the meeting to order at 6:08 pm

02 Item Approval of Agenda

- #01 THAT agenda be approved**
- **Moved by Trustee Heir**
 - **Seconded by Trustee Whelan** **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 Sivak**
 - **Seconded by Trustee Fisher** **carried**

Moved in-camera at 6:10 pm

05 Item Labour Relations Update
06 Item COVID Update
07 Item Library Link Status Update

08 Item Board Only (HR Committee)

#03 THAT the Board move in-camera

- Moved by Trustee Leung
- Seconded Trustee Fisher

carried

Moved Board only motion at 6:43 pm

09 Item Motion to Move Out of In-Camera

#04 THAT the Board move out of in-camera

- Moved by Trustee Sivak
- Seconded Trustee Fisher

carried

Moved out of in-camera at 7:03 pm

In-camera motion (ratified out of in-camera):

#05 THAT the Board approve the motion presented in-camera: the creation of an AdHoc Committee to review Board's needs for document storage and management, tracking documents and passing on historical documentation

- Moved by Trustee Knox
- Seconded Trustee Sivak

carried

- Committee will create a matrix and share with staff to review software options
- Committee members: Trustee Knox, Trustee Heir, Trustee Sivak, Trustee Leung

10 Item Priorities

11 Item 2022 Financial Package

- 10.1 Review of revised documents requested by the City
- 10.2 2022 Financial Presentation to City Council & Comments – review
 - Trustees encouraged to message their City Councilor buddies that the Board is excited about the presentation and there may be a small range in which CPL can fundraise for the Library Link
- 10.3 Speaking Notes
 - ED will send to Board for review and feedback

12 Item Mission, Vision, Values – update

- Report going to Strategic Planning Committee for feedback
- Will be presented at the November Board meeting

13 Item Regular Business

14 Item 2022 Board Trustee Recruitment – update

- Good interest; current Trustees up for reappointment reminded to reapply

15 Item Board Christmas Event – update

- Staff Christmas Party; Board will meet earlier

- Executive Committee will discuss having a Board only event
- 16 Item Mayors' BBQ – attendee comments
- Good overall; lots of conversations around development
 - Recommend that Trustees attend this event in the future
- 17 Item 2022 Board Retreat – considerations
- Ryan Jamieson, Director of Facilities will facilitate the next retreat
 - Important work for the year includes strategic planning; setting priorities; review goals
 - Board needs to approve motion to move the date of the retreat to give new trustees time to onboard; will be added to November agenda with a proposed date of January 29, 2022
- 18 Item Morguard Burquitlam Plaza Development [ED Comments]
- City staff commented that might be possible for a library branch in development
 - Need to act quickly for a library to be considered as part of the planning as space is dedicated long before building is constructed

CONSENT AGENDA

19. Board Minutes, Committees & Reports:

- 20. Regular Board Meeting Minutes, September 22, 2021
- 21. 2021 Action Issue Log
- 22. Advocacy Meeting, October 7, 2021
- 23. Executive Committee, October 20, 2021, [no minutes]

24. Executive Director's Monthly Reports

- 25. Executive Director Report – October 2021
- 26. Financials, to Aug 2021
- 27. CPL Living Legacy Fund Statement to June 30, 2021
- 28. Quarterly Statistics – July to Sept'21
- 29. Statistics – Gate Count (visits) update
- 30. 2022 Holiday Hours & Library Closures
- 31. Large Print – no fines effective January 1, 2022

32. Other Meeting and Representative Reports

- 33. Cultural Services Advisory Committee Representative, next meeting Nov 18th
- 34. InterLINK Representative Report, September 28, 2021
- 35. Friends Representative Report – Meeting on Oct 21 – Trustee Djonlic

36. Documents, Reports, Correspondence

- 37. BCLTA Bulletin - Oct'21 Update [\[LINK\]](#)
- 38. BCLTA Awards/Nominations/AGM [\[LINK\]](#)
- 39. Legion 2021 Poppy Campaign Request
- 40. City of Coquitlam, Citizen Satisfaction Survey 2021 [\[LINK\]](#)
- 41. Sent: Bonita Zarrillo, Congratulations Letter
- 42. Sent: Ron McKinnon MP, Congratulations Letter

43. COVID Parking Lot Items

- 44. City Council Social Event -deferred to 2022
- 45. Service Level Agreement with City of Coquitlam - deferred to 2022

**#07 Motion to approve the consent agenda
Items pulled out for discussion: 25, 29**

- Moved by Trustee Whelan
- Seconded by Trustee Heir

carried

- Carpet quotes in Item 25 were discussed
- Item 29 Stats were reviewed

46 Item Action Items Arising from Consent Agenda

47 Item City Council Update – City Councillor/Trustee – no update


48 Item Adjournment at 8:31 pm

#09 Motion to adjourn

- Moved by Trustee Leung
- Seconded by Trustee Sivak

carried

Adjourned at 8:31 pm



Todd Gnissios, Secretary to the Board

Erin Adams
Digitally signed by Erin Adams
Date: 2021.12.03 16:13:14 -08'00'

Erin Adams, Chair Library Board

Date Signed: Dec 7/21

Date Signed: _____

Next Regular Board Meeting:

**Wednesday, November 24, 2021
5:45 pm Generative Discussion
6:00 pm Meeting
Via videoconference**