



*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 22, 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  
Dennis Marsden, Trustee & Councillor

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: None

Observers: None

#### **CALLED TO ORDER**

**01 Item Call to Order**

Chair Adams called the meeting to order at 6:10 pm

**02 Item Approval of Agenda**

**#01 THAT agenda be approved**

- Moved by Trustee Whelan
- 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 Fisher
- Seconded by Trustee Marsden

**carried**

Moved in-camera at 6:11 pm

05 Item Labour Relations Update

06 Item Library Link Status Update

07 Item COVID Update

08 Item Board Only

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

- Moved by Trustee Knox
- Seconded Trustee Heir

carried

Moved Board only motion at 6:31 pm

09 Item Motion to Move Out of In-Camera

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

- Moved by Trustee Marsden
- Seconded Trustee Whelan

carried

Moved out of in-camera at 6:35 pm

10 Item Priorities

11 Item CPL Financial Report 2022-2026, submitted to the City

- ED reviewed the report; informed Board on changes made at the City's request

12 Item City Council Budget Presentation – review [laydown]

- Review of presentation slide deck template
- Advocacy Committee will meet to review talking points; plan to meet with Councilors; trustees will speak with 'one voice' to highlight key points such as:
  - CPL was a leader in the region during COVID
  - CPL has big asks and big needs as the growing community want more resources

13 Item Regular Business

14 Item Establish 2022 Trustee Recruitment Adhoc Committee

- Three members were selected plus one alternate: Matt Djonlic, Monica Heir, Erin Adams, Kimberly Sivak (alternate)
- Discussed recruitment process, deadlines and challenges of a 3-day turnaround from receipt of the applications, to selection and submission to the City and how to navigate this
  - Trustee Marsden will speak to Jay Gilbert on Thursday, September 23, 2021 to request latitude in the timelines
- Adhoc Recruitment Committee needs to consider skill sets needed on the Board into the future

**#05 THAT the Board establish an Adhoc Trustee Recruitment Committee to recommend the required number of candidates to the City Council for appointment as Library Trustees for the 2022 year; committee shall have up to four members: Trustees Djonlic, Heir, Erin and Sivak (Alternate)**

- Moved by Trustee Djonlic
- Seconded Trustee Whelan

carried

15 Item IT Backend Infrastructure RFP – Bid Review

- 3 submissions; 1 acceptable (submitted 1 minute late) and 2 who did not meet requirements (submitted by deadline)

**#06 THAT the Board approve Option 2: Re-tender the RFP, as neither of the other vendors passed the scoring**

- Moved by Trustee Knox

- **Seconded Trustee Whelan**

carried

- 16 Item Truth and Reconciliation Report June 2020, Recommendations & Actions Update
- Director Goffe presented; Board thanked her for the work she and her team have put into this and ask that their thanks be forwarded
  - Board identified this as a living document; aspirational and will 'grow' as needs require

## **CONSENT AGENDA**

### **17. Board Minutes, Committees & Reports:**

- 18. Regular Board Meeting Minutes, June 23, 2021
- 19. 2021 Action Issue Log
- 20. Strategic Planning Committee Meeting, May 27'21
- 21. Adhoc Strategic Planning Committee Terms of Reference [May 2021]
- 22. Update: Strategic Planning - Mission, Vision and Values Contract & Update
- 23. Executive Committee, [Sept. 15 – no minutes]

### **24. Executive Director's Monthly Reports**

- 25. Executive Director Report – July - Aug 2021
- 26. Financials, to May 2021
- 27. Financials, to June 2021
- 28. Financials, to July 2021
- 29. Meeting Room Rates & Policy Change
- 30. COVID report January - June
- 31. Quarterly Stats – April – June

### **32. Other Meeting and Representative Reports**

- 33. Cultural Services Advisory Committee Representative, [September 9, 2021]
- 34. InterLINK Representative Report, no report [next meeting September 28, 2021]
- 35. Friends Representative Report [laydown]

### **36. Documents, Reports, Correspondence**

- 37. BCLTA Bulletin - Jul'21 [\[LINK\]](#), Aug'21 [\[LINK\]](#), Sep'21 [\[LINK\]](#). Sep'21 Update [\[LINK\]](#)
- 38. Received: TransMountain donation letter
- 39. Sent: Kinsmen Donation, Thank You Letter
- 40. Sent: Letter – CUPE 561, Notice of LOU cancellation
- 41. City Council Report on Library Services and Spaces Study – TOR
- 42. Sent: Letter of Support for Facilities Review to City Council (by Chair Adams)

### **43. COVID Parking Lot Items**

- 44. City Council Social Event -deferred to 2021
- 45. Service Level Agreement with City of Coquitlam - deferred to 2021

### **#07 Motion to approve the consent agenda with Item 30 and 35 pulled out of consent agenda**

- **Moved by Trustee Marsden**
- **Seconded by Trustee Leung**

carried

- 46 Item Action Items Arising from Consent Agenda

- 30 Item Quarterly Stats

- Discuss e-magazine usage and recent drop in stats
- Library Link stats should be included in the budget presentation

35 Item Friends Representative Report

- New Mission, Vision statements reviewed

47 Item City Council Update – City Councillor/Trustee – verbal report

48 Item Adjournment at 8:12 pm

**#09 Motion to adjourn**

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

**carried**

Adjourned at 8:12 pm

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Todd Gnissios, Secretary to the Board

**Erin Adams**

Digitally signed by Erin  
Adams  
Date: 2021.12.03 16:12:38  
-08'00'

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Erin Adams, Chair Library Board

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

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

**Next Regular Board Meeting:**

**Wednesday, October 27, 2021**  
**5:45 pm Generative Discussion**  
**6:15 pm Meeting**  
**Via videoconference**