



## Coquitlam Public Library

### CPL Board Meeting - Hybrid Meeting Minutes

Jul 27th, 2022 6:00 pm - 9:00 pm

## Attendance

### Members

**Present:** Julie Fisher, Todd Gnissios, Monica Heir, Ryan Jamieson, Barbara Lu, Natasha Knox, Gordana Rauski, Lily Vukasovic, Dave Whelan

**Remote:** Jackie Gorton, Kimberly Sivak

**Absent:** Anthea Goffe, Steve Ho Ming Leung, Councillor Dennis Marsden

Guest Attendance:

Robyn Rees, Janet Matsumoto, Jeannine Silvestrone

#### 1. Call to Order

Meeting called to order at: 6:04 pm

#### 2. Approval of Agenda

*Motion 1: Approval of the agenda*

Approved: Trustee Fisher

Seconded: Trustee Whelan

Carried

#### 3. Land Acknowledgement (standing item)

"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"

#### 4. Regular Business

#### 5. Approval: ABCPLD Strategic Initiatives Fund - support request

*Motion 2: Board supports this initiative and approved \$7,500 be paid in one lump sum to ABCPLD Strategic Initiatives Fund*

Approved: Trustee Whelan

Seconded: Trustee Lu

Carried

Discussion

-initiative to advocate for more funding for libraries; looking to increase funding to libraries at the provincial level-goal is to professionalize advocacy and be competitive for funding requests-this is not a yearly contribution/one time payment-City encourages CPL to seek out new funds; Board feels this is a good idea and will support the initiative

6. Information: Library Services and Facilities Study Update

Discussion

-study will be completed in 2023-Tinna Mack will be invited to the October Board Meeting to discuss the study and answer questions

7. CONSENT AGENDA

Board Minutes, Committees & Reports

*Motion 3: Approve the Consent Agenda*

Approved: Trustee Heir

Seconded: Trustee Fisher

Carried

8. Regular Board Meeting Minutes, June 22, 2022

9. 2022 - Action Issue Log

10. Finance and Audit Committee Meeting, July 20'22 [minutes deferred until approved by Committee per request from Board Chair]

11. Executive Director's Monthly Reports

12. Executive Director Report - July 2022

13. Quarterly Statistics (Q1)

Discussion

-Board discussed how Covid affected our statistics

-Marketing team will launch a marketing campaign in September to inform the public that we are open

-expectation is that our statistics will improve in time

14. Other Meeting and Representative Reports

15. Cultural Services Advisory

16. InterLINK Representative Report

17. Friends Representative Report

18. Documents, Reports, Correspondence

19. 2022 Provincial Library Grant Award Letter

20. Library Link - PR

21. Library Link - Library PR

22. COVID Parking Lot Items

23. Service Level Agreement with City of Coquitlam

24. Action Items Arising from Consent Agenda

Discussion

- cyber security will be added to the action log
- Finance Committee will discuss in September

25. Priorities

26. Information: Budget 2023 Planning Overview

Discussion

- City requested we build a zero based budget
- budget as presented is approved by the City finance department

27. Review: Variance Report - 2022 vs 2023

28. Review: Capital Request - Business Services Development Planning Consultant

Discussion

- City expressed interest in the library developing services that support business with expectations that part of these offerings can be monetized
- Director Jamieson submitted a capital request to hire a consultant; we will develop a business plan and ask the city for funding for this
- Board concerns are: timing of this ask, does it shift from our core competencies, is CPL demonstrating an alignment with the City

29. Review: 5 year capital plan

- Board reviewed the plan

30. Review: 2023 to 2027 Operating Plan

Discussion

- Finance Committee has not had opportunity to review this document
- Board reviewed the plan

31. Review: Variance Report - 2021 actuals vs 2021 budget

32. Review: Reserves Activity Summary

Discussion

- summarizes all Board commitments
- end of life planning for assets is in progress

33. Review: 2022 New Budget Request Status Update

- this is a new document requested and vetted by the City

34. Review: Funding Request Summary



**Add notation: \$80,000 operating request coming in September**

**Owner:** Todd Gnissios

35. Move in Camera  
*Motion 4: Move in camera at 7:35 pm* Approved: Trustee Heir  
Seconded: Trustee Lu  
Carried  
[break: reconvened at 7:45 pm]
36. Information: Budget 2023  
Trustee Sivak left meeting at 8:25 pm
37. Information: Labour Relations Update
38. Advocacy: Committee of the Whole
39. Information: HR Committee Update
40. Motion to move out of in-camera  
Approved: Trustee Heir  
Seconded: Trustee Fisher  
Carried
41. Approval: Budget Package 2023  
*Motion 5: The Board approves the budget package as presented and will include a cover letter from the Board Chair that outlines Board concerns and expectation of further conversations around the budget*  
Approved: Trustee Heir  
Seconded: Trustee Lu  
Carried
- Motion 6: Move in camera*  
Approved: Trustee Heir  
Seconded: Trustee Lu  
Carried
- Motion 7: Move out of in camera*  
Approved: Trustee Whelan  
Seconded: Trustee Lu  
Carried  
[Trustee Fisher left meeting at 9:05 pm]
42. Council Report- City Councillor/Trustee - no report
43. Standing Item: Trustee requests for information - open forum
44. Standing Item: Board Succession and Recruitment - open forum
45. Adjournment  
*Motion 8: Meeting adjourned at 9:12 pm*  
Approved: Trustee Lu  
Seconded: Trustee Heir  
Carried

46. Board Meeting Review Survey Announcement - Chair Knox

47. Next Regular Board Meeting:

DATE: Wednesday, September 28, 2022

PLACE: Poirier Board Room; Board Room or Nancy Bennet Room

TIME: Dinner 5:30pm | Meeting 6:00 PM

48. Upcoming Board Meetings/Events

Wed Aug 3: Strat Plan Mid-Summer Update - Videoconference

Sat Aug 20: Summer Reading Club Medal Ceremony - City Centre Branch

Thu Sep 8: City's Volunteer Recognition - Westwood Plateau

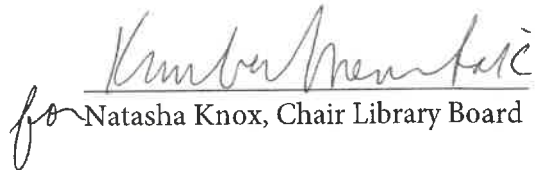
Sat Sep 10: Summer Reading Club Medal Ceremony - Poirier Branch

Sat Sep 17: All-Candidate Meet & Greet - City Centre

Tue Sep 27: InterLINK Board Meeting - TBC

Wed Sep 28: Regular Board Meeting - Poirier Branch

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

  
for Natasha Knox, Chair Library Board

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

Date Signed: 8 Dec 2022

