



We nurture joy in discovery by providing inviting, innovative spaces and services that promote learning and knowledge and engage all of Coquitlam's diverse communities.

REGULAR BOARD MEETING MINUTES

WEDNESDAY, October 26, 2022

City Centre Branch, Room 136/137

COQUITLAM, BC

Dinner (Board Room): 5:00pm | Workshops 5:30pm | Meeting 7:30 PM

MINUTES of the Regular Meeting of the Coquitlam Public Library Board held on Wednesday, October 26, 2022, 1169 Pinetree Way, Coquitlam, BC

Present: Natasha Knox, Chair;
Kimberly Sivak, Vice Chair
Jackie Gorton, Treasurer
Dave Whelan, Trustee
Steve Leung, Trustee
Julie Fisher, Trustee
Dennis Marsden, Trustee/Council Representative
Todd Gnissios, Executive Director
Anthea Goffe, Deputy Director and Director - Community Engagement
Ryan Jamieson, Director – Services and Facilities
Gordana Rauski, Director - Operations
Lily Vukasovic, Office Manager (Minute Taker)

Online: Monica Heir, Trustee

Regrets: None

Observers: Donna MacMurchy, Janet Matsumoto, Robyn Rees

Guests/Presenters: None

5:30 to 6:30: Workshop 1: Services and Facilities Study Workshop with Consultants

6:30 to 7:30: Workshop 2: Strategic Planning with Consultants

Agenda Item

01 Call to Order

Chair Knox called the meeting to order at 7:50 pm

02 Approval of Agenda

#01 THAT agenda be approved

- **Moved by Trustee Fisher**
- **Seconded by Trustee Gorton**

carried

03 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"

04 Regular Business

05 Receive: Finance Report to August 2022

#02 MOTION to Receive Finance Report to August 2022

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

06 Information: 2023 Board Trustee Recruitment – update

- City's recruitment has been delayed resulting in changes in the process

CONSENT AGENDA

#03 Motion to receive the consent agenda; [pulling out items 9,14, 26]

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

07 Board Minutes, Committees & Reports:

08 Notice: Resignation – Trustee Lu

09 Regular Board Meeting Minutes, September 28, 2022

10 Board Action Issue Log

11 Finance and Audit Committee Meeting, July 20'22 - [Note: minutes deferred until approved by Cmte]

12 Finance and Audit Committee, Sept 22'22 - [Note: minutes deferred until approved]

13 Executive Director's Monthly Reports

14 Executive Director Report – October 2022

15 Quarterly Statistics Q3 YTD

16 2023 Holiday Hours & Library Closures

17 Other Meeting and Representative Reports

18 Cultural Services Advisory Committee Representative [no report]

19 InterLINK Representative Report [September 27, 2022]

20 Friends Representative Update [AGM scheduled for November TBC]

21 Documents, Reports, Correspondence:

22 BCLTA Update September 2022 [\[link\]](#),

23 Approve: Building Operating Agreement – 575 Poirier Street

24 Approve: Building Operating Agreement – 1169 Pinetree Way

25 Approve: Legion Poppy fundraising request

26 Receive: Policy 5.01.001 Recruitment Practices [revised]

27 Receive: Policy 5.04.003 Temporary Remote Work [new]

28 Action Items Arising from Consent Agenda

Item 9: Regular Board Meeting Minutes, September 28, 2022

- Revise the minutes to remove Upcoming Board Meetings/Events

Item 14: Executive Director Report – October 2022

- Clarification: Ad campaign targeting specific collections was to demonstrate work being done to develop and improve different services

Item 26: Policy 5.01.001 Recruitment Practices [revised]

- To be discussed in camera

#04 Motion to approve the consent agenda; [with changes to Item 9, Item 26 pulled for in-camera discussion]

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

29 Motion to Move In-Camera at 8:26 pm

#05 THAT the Board move in-camera

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

30 Discussion: Item 26 Policy 5.01.001 Recruitment Practices [revised]

31 Information: Budget 2023

32 Information: City Council Collections Presentation

33 Information: Labour Relations Update

34 Advocacy: Committee of the Whole

#06 THAT the Board move into Committee of the Whole

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

#07 THAT the Board move in-camera Board Only

- **Moved by Trustee Gorton**
- **Seconded Trustee Marsden** **carried**

35 Information: HR Committee Update [meeting October 11, 2022] Board Only

36 Motion to Move Out of In-Camera

#08 THAT the Board move out of in-camera

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

37 Receive: Budget 2022 vs 2023 Variance Report

#09 Motion that the Board Receive Item 36

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

38 Approve: Priority 1 - New Operating Request – Collections

#10 Motion that the Board Approve Item 37 as amended

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

Amendment: Ask for \$340,000; provide reasoning; offer alternative option as discussed

39 Approve: Priority 2 - New Operating Request – Zero Based Gaps

#11 Motion that the Board approve item 38

- Moved by Trustee Fisher
- Seconded Trustee Whelan

carried

40 Receive: Priority 3 - New Capital Request – Business Development Planning

#12 Motion to withdraw item 39

- Moved by Trustee Marsden
- Seconded by Trustee Fisher

carried

60 Council Report – City Councillor/Trustee Marsden

61 Standing Item: Trustee requests for information – open forum

62 Adjournment

#13 Motion to adjourn

- Moved by Trustee Marsden
- Seconded by Trustee Leung

carried

Adjourned at 10:00 pm

63 Board Meeting Review Survey announcement – Chair Knox

a. [\[LINK\]](#) to survey

Todd Gnissios, Secretary to the Board


for Natasha Knox, Chair Library Board

Date Signed: _____

Date Signed: 8 Dec 2022

Next Regular Board Meeting:

DATE: Wednesday, November 23, 2022
PLACE: Poirier Branch, Nancy Bennet Room
TIME: Dinner 5:30pm | Meeting 6:00 PM