



## Coquitlam Public Library

### CPL Board Meeting - Hybrid Meeting Minutes

Sep 28th, 2022 6:00 pm - 9:00 pm

## Attendance

### Members

**Present:** Natasha Knox (Chair), Kimberly Sivak (Vice Chair) Monica Heir, Steve Ho Ming Leung, Dave Whelan, Todd Gnissios (ED), Anthea Goffe, Gordana Rauski, Ryan Jamieson, Lily Vukasovic (mintue taker)

**Remote:** Julie Fisher

**Absent:** Jackie Gorton, Barbara Lu, Councillor Dennis Marsden

Tiina Mack    Presenter

Ted Uhrich    Presenter

### Public/Staff Attendance

Susan Martin, Robyn Rees, Janet Matsumoto, Mavis Quek, Jane Lin, Melani Williams, Juz Frankel (via zoom)

1. Call to Order  
6:02 pm

2. Approval of Agenda

Motion 1: Approval of the agenda

Approved: Trustee Leung

Seconded: Trustee Heir

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. PRESENTATION: Service and Facilities Study Update

Presentation by Ted Uhrich; Tiina Mack

-Review of where we are at and where we are going

- Tiina Mack will attend future meetings to provide updates
- Final report expected Summer 2023

## 5. PRIORITIES

### 6. Decision: Trustee Recruitment Ad Hoc Committee

Motion 2: 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 2023 year;  
Further, the committee shall have three members, who will review applications against the Considerations Document, and who may interview prospective candidates; the Committee will make recommendations on preferred candidates to the Board by the deadline to be determined, the Executive Director will submit the recommended candidates to City Council by the deadline.

Approved: Trustee Heir

Seconded: Trustee Whelan

Carried: Yes

-Waiting for City to provide timelines for recruitment process

-Committee Members: Trustee Fisher, Chair Knox, Trustee Whelan

## 7. REGULAR BUSINESS

### 8. Information: Finance Report to August 2022 (note: new format)

-Trustee Leung gave updates; report is deferred to next meeting

### 9. Information: Mayor's BBQ 2022 – attendee comments

-Positive feedback provided

### 10. Information: Annual Long Service Leave Awards – Friday, December 2nd

-Board hosted event; Vancouver Golf Club, 6 pm

### 11. Decision: Board Christmas Event

Motion 3: Hold a Board/Management hosted event at 5pm prior to the start of the Long Service Awards dinner

Approved: Trustee Whelan

Seconded: Trustee Heir

Carried: No

Motion 4: There will be a Board/Management hosted dinner at a venue in Coquitlam; dates and time TBD

Approved: Trustee Sivak

Seconded: Trustee Heir

Carried: Yes

-Board feels that the Long Service Award Dinner is to honor the staff; Board will not hold a private event prior to this one

## 12. CONSENT AGENDA: Board Minutes, Committees & Reports

Motion 4: Approve the consent agenda

Approved: Trustee Sivak

Seconded: Trustee Heir

Carried: Yes

## 13. Regular Board Meeting Minutes, July 27, 2022

-update to ensure personal privacy

## 14. Board Action Issue Log

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

16. Finance and Audit Committee, Sept 22'22 - [Note: minutes deferred until approved by Cmte]

17. CONSENT AGENDA: Executive Director's Monthly Reports

18. Executive Director Report – July 2022

19. Statistics Change in collection of data

20. Quarterly Statistics to June 2022

-Visits and holds are not where we expect

-Staff are investigating reasons and seeking solutions to implement in affected areas.

21. Furniture Project – Project Complete, final accounting

22. CONSENT AGENDA: Other Meeting and Representative Reports

23. Cultural Services Advisory Committee Representative [next meeting September 29'22]

24. InterLINK Representative Report [September 27, 2022]

25. Friends Representative Update

26. CONSENT AGENDA: Documents, Reports, Correspondence

27. BCLTA Update July/August 2022 [LINK]

28. BCLTA Update September 2022 [LINK]

29. Ministry FAQ - Library Board and Local Government Elections

30. TriCities Children's Accord

31. Action Items Arising from Consent Agenda

32. Motion to Move In-Camera

Motion 5: Move in-camera at 6:52 pm:

Approved: Trustee Heir

Seconded: Trustee Leung

Carried: Yes

- 33. IN CAMERA: Information: Budget 2023
- 34. IN CAMERA: Information: Labour Relations Update
- 35. IN CAMERA: Advocacy: Committee of the Whole

36. IN CAMERA: Information: HR Committee Update - BOARD ONLY

Motion 6: Move in-camera Board only

Approved: Trustee Sivak

Seconded: Trustee Whelan

Carried: Yes

37. Motion to Move Out of In-Camera

Motion 7: Move out of in-camera at 8:56 PM:

Approved: Trustee Sivak

Seconded: Trustee Whelan

Carried: Yes

38. Council Report – City Councillor/Trustee – no report

39. Standing Item: Trustee requests for information – open forum

40. Standing Item: Board Succession and Recruitment – open forum

41. Adjournment

Motion 8: Adjourn at 8:56 pm:

Approved: Trustee Sivak

Seconded: Trustee Leung

Carried: Yes

42. Board Meeting Review Survey announcement – Chair Knox[LINK] to survey

43. Next Regular Board Meeting:

**DATE:** Wednesday, October 26, 2022

**PLACE:** City Centre Board Room

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

44. Upcoming Board Meetings/Events

Fri Sep 23: Finance Committee Meeting [ Videoconference]

Oct 31 or Nov 7: City Council – Collections Presentation [City Hall – Chambers]

Thu, Oct 20: Service Level Agreement Restart Meeting [1207 Pinetree Way]

Wed, Oct 26: Regular Board Meeting [City Centre Branch]

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

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

  
\_\_\_\_\_  
Natasha Knox, Chair Library Board

Date Signed: 8 Dec 2022