



*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, January 25, 2023  
Room 136, City Centre Branch  
COQUITLAM, BC  
Dinner (Board Room): 5:30pm | Meeting 6:00pm**

MINUTES of the Regular Meeting of the Coquitlam Public Library Board held on Wednesday, January 25, 2023, at 1169 Pinetree Way, Coquitlam, BC

Present: Jackie Gorton, Chair  
Steve Leung, Treasurer  
Raymond Lee, Vice-Chair  
Matt Djonlic, Trustee / Council Representative  
Monica Heir, Trustee  
Kimberly Sivak, Trustee  
Cindy Mark, Trustee  
Neal Nicholson, Trustee  
Richard Veerapen, Trustee

Todd Gnissios, Executive Director  
Anthea Goffe, Deputy Director / Director Community Engagement  
Ryan Jamieson, Director Services & Facilities (Minute Taker)  
Gordana Rauski, Director Operations

Online: n/a  
Regrets: n/a  
Observers: n/a  
Presenters: n/a

Agenda Item

01. Call to Order
  - Executive Director Gnissios called the meeting to order at 6:12 pm
  
02. Approval of Agenda
  - #01 MOTION that the agenda be approved**  
Moved by Trustee Heir  
Seconded by Trustee Leung

**CARRIED**

## 03. Land Acknowledgement (Standing Item)

*"We acknowledge that the 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. Introduction of Four New Trustees, Existing Trustees, and Staff Attendees

## 05. Committee Structure, Mandates and Delegation of Authority (ED Gnissios)

## 06. Board Elections for 2023

- Executive Director Gnissios declared all positions vacant
- **Election of Board Chair**
  1. Trustee Sivak nominated Trustee Gorton
  2. Trustee Gorton accepted
  3. Trustee Gorton appointed by acclimation
- Trustee Gorton took over meeting
- **Election of Vice-Chair**
  1. Trustee Gorton nominated Trustee Lee
  2. Trustee Lee accepted
  3. Trustee Lee appointed by acclimation
- **Election of Treasurer**
  1. Trustee Gorton nominated Trustee Leung
  2. Trustee Leung accepted
  3. Trustee Leung appointed by acclimation

## 07. Review and Approve Board Committees, Terms of Reference, and Required Appointments

## 08. Decision:

**#02 MOTION to modify: Advocacy Committee – Board Chair & One Trustee; mandate to be developed**

Moved by Trustee Gorton

Seconded by Trustee Sivak

**CARRIED**

**#03 MOTION to create: Executive Committee – Board Chair, Vice Chair, FA Chair, mandate to be developed**

Moved by Trustee Gorton

Seconded by Trustee Nicholson

**CARRIED**

## 09. Elections, Continued

- Election of Vice-Chair (completed in item 06)
  - Election of Treasurer (completed in item 06)
  - Election of Board Committee members
- #04 All nominees accepted and appointed by acclimation**
1. Human Resources Committee
    - Trustee Gorton (Board Chair)
    - Trustee Lee (Vice-Chair)
    - Trustee Leung (Treasurer)

- Trustee Sivak (nominated by Trustee Gorton)
  - 2. Finance & Audit Committee
    - Trustee Gorton (Board Chair)
    - Trustee Leung (FA Chair)
    - Trustee Nicholson (nominated by Trustee Gorton)
    - Trustee Heir (nominated by Trustee Gorton)
  - 3. Policy Committee
    - Trustee Gorton (Board Chair)
    - Trustee Veerapen (nominated by Trustee Gorton)
    - Trustee Lee (nominated by Trustee Gorton)
    - Trustee Nicholson (self-nominated)
  - 4. Advocacy Committee
    - Trustee Gorton (Board Chair)
    - Trustee Mark (nominated by Trustee Gorton)
    - Trustee Veerapen (nominated by Trustee Gorton)
  - 5. Development Committee
    - Ad-hoc (no election)
  - 6. Strategic Planning Committee
    - Ad-hoc (no election)
  - Election of Board Representatives and Alternates
- #05 All nominees accepted and appointed by acclamation**
1. InterLINK Representative & Alternate
    - Representative: Trustee Gorton (self-nominated)
    - Alternate: Trustee Nicholson (self-nominated)
  2. BCLTA Representative
    - Trustee Mark (self-nominated)
  3. Friends Representative
    - Trustee Sivak (self-nominated)
  4. Confirmation of standing appointment of Executive Director to City as Coquitlam Cultural Services Advisory Committee Representative
  5. Appointment of alternate to Coquitlam Cultural Services Advisory Committee
    - Trustee Gorton (self-nominated)

10. **Priorities – none**

11. **Regular Business**

12. For Discussion: Debrief 2023 Budget Presentation

13. For Approval: 2023 – Signing Officers

**#06 Signing officers: Chair, Vice Chair, Treasurer**

Moved by Trustee Nicholson

Seconded by Trustee Heir

**CARRIED**

14. For Information: 2023 Board Meeting and Reporting Schedule

15. For Information: Annual Review – Policy 1.03 Board Code of Conduct

16. For Information: Financials to November 2022

- **ACTION: Financial spreadsheets will be provided to the board in hard copy at each meeting going forward**

**CONSENT AGENDA**

- #07 MOTION to receive the consent agenda (pulling out item 26: Executive Director's report)**

Moved by Trustee Heir

Seconded by Trustee Leung

**CARRIED**

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

18. Regular Board Meeting Minutes, November 23'23
19. Finance and Audit Committee, January 18'23 [minutes once approved by cmte]
20. 2022 – Action Issue Log [FINAL]
21. 2023 – Action Issue Log
22. TOR – Finance and Audit Standing Committee
23. TOR – Human Resources Standing Committee
24. TOR – Policy Standing Committee

**25. Executive Director's Monthly Reports**

26. Executive Director Report – January 2023
27. For Information: CPL Truth & Reconciliation Update report 2022
28. For Information: Joining of Community of Accessible Employers
29. For Information: Risk Register 2023

**30. Other Meeting and Representative Reports**

31. Cultural Services Advisory Committee Representative [no meeting]
32. InterLINK representative report [November 20, 2022]
33. Friends representative report – January 2023 Update

**34. Documents, Reports, Correspondence:**

35. BLCTA Bulletin December '22
36. BCLTA Bulletin January '23
37. BLTA Advocacy Update
38. Congratulations Letters to Mayor and Councillors
39. Kinsmen Club of Coquitlam Donation Letter and Thank You Letter
40. Thank You Letter - \$1,000 – Individual

41. Action items arising from Consent Agenda – n/a  
Item 26: Executive Director Report – January 2023
  - Reviewed

42. Council Report – City Councillor / Trustee Djonlic

43. Motion to Move In-Camera

- #08 MOTION that meeting move to in-camera**

Moved by Trustee Nicholson

Seconded by Trustee Sivak

**CARRIED**

44. For Information: Labour Relations Update
45. For Information: 2023 – Board & Exec Contact Information

46. For Discussion: Advocacy, update on City Councillor meetings

47. In Camera (Board Only)

48. HR Committee Update

49. Motion to Move Out of In-Camera

#09 MOTION that meeting move out of in-camera

Moved by Trustee Leung

Seconded by Trustee Heir

CARRIED

50. Adjournment

#10 MOTION to adjourn at 9:20 pm

Moved by Trustee Sivak

Seconded by Trustee Mark

CARRIED



Anthea Goffe, Interim Executive Director  
Todd Gnissios, Secretary to the Board



Jackie Gorton, Chair Library Board

Date Signed: Feb. 22/23

Date Signed: Feb 22/23

**Next Regular Board Meeting:**

**DATE:** Wednesday, February 22, 2023

**PLACE:** Poirier Branch, Nancy Bennett Room

**Time:** Dinner 5:30pm / Meeting 6:00pm

