



We create joy in discovery, foster inclusion, and promote knowledge by providing innovative experiences, spaces, and services.

REGULAR BOARD MEETING MINUTES

WEDNESDAY, APRIL 26, 2023

VIDEOCONFERENCE: <https://coqlibrary-ca.zoom.us/j/2926036281>

POIRIER BRANCH, NANCY BENNETT ROOM, COQUITLAM, BC

Meeting 6:00 PM

In Attendance:

Jackie Gorton, Chair
Raymond Lee, Vice Chair
Steve Leung, Treasurer
Richard Veerapen, Trustee
Monica Heir, Trustee (via Zoom)
Cindy Mark, Trustee

Matt Djonlic, Councillor [arrived at 6:17 pm]
Anthea Goffe, Interim Executive Director
Gordana Rauski, Director, Operations
Ryan Jamieson, Director, Services and Facilities
Lily Vukasovic, Minute Taker

Regrets: Trustee Sivak, Trustee Nicholson

Guests: none

Observers: Susan Martin, Robyn Rees, Melani Williams, Cindy Shirley

Agenda Item

1. Call to Order (6:05 pm)
2. Approval of Agenda
**#01 Motion to approve agenda
Moved Trustee Leung
Seconded Trustee Mark
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"
- Priority Business**
4. Discussion: Board's Position on Fundraising [Chair Gorton] – revisit in May
5. Information: Advocacy Update – Talking Points [Trustee Mark]
ACTION: Save document to Boardable and advise Board of changes in the future
6. Information: Advocacy Buddy List [Trustee Mark]
ACTION: Update Buddy List as requested

[Trustee Djonlic arrived at 6:17 pm]

7. Discussion: Advocacy – Trustee Relationships with City Senior Staff [Trustee Mark]

- Consider these relationships as based on strategic, operational, and advocacy priorities
8. Discussion: CPL Board Relationship with CAG [Trustee Veerapen]
 - **ACTION: Trustee Mark and Trustee Veerapen will inquire on the possibility of attending meetings and/or having access to the minutes**
 9. Decision: SOFI 2022 Approval [ED Goffe]
 - #02 Motion to approve 2022 SOFI Report**
 - Moved Trustee Mark**
 - Seconded Trustee Lee**
 - Carried**
 10. Decision: One Time Provincial Enhancement Grant [ED Goffe]
 - ACTION: Director Rauski will present the current 3-year IT plan to the Board in an information session**
 - ACTION: Chair Gorton and ED Goffe will arrange future topics for presentation to the Board as information sessions**
 - ACTION: ED Goffe will provide a portfolio view of projects that ties them to the strategic goals and provides the Board with context on how the funding will help the library in the long-term**
 - #03 Motion to approve the use of the Enhancement Grant for the current projects identified in the “Province of BC One-Time Enhancement Grant 2023-2025” report, up to the amounts specified**
 - Moved Trustee Mark**
 - Seconded Trustee Leung**
 - Carried**
 11. Thank you message from Finn Donnelly [Vice-Chair Lee]
 - Message of thanks to the Board
- Regular Business**
12. Information: Executive Director Report – March/April 2023 [ED Goffe]
 - Board recognizes the library as different from other cultural groups and therefore will require a modified service-level agreement
 13. Information: Preliminary 2024 Capital and Operating Funding Request – Next Steps [ED Goffe]
 - ACTION: ED Goffe will provide a preliminary list of the 2024 Capital and Operating Funding Request to the Board in the May Board Meeting; with a draft of the full 2024 Budget for the Board in June for review; approval in July**
 - ACTION: Management group will ensure all requests are tied to CPL strategic plan**
 14. Information: 2022 Annual Report [2022 Report to the Community] – DRAFT
 - Reviewed with changes noted
 - **ACTION: Staff will review ‘partner’ list to ensure all meet the criteria and we don’t miss any groups**
 - **ACTION: ED will ask Chair Gorton for an introductory statement**
 15. Decision: Policy 1.01 Creation of Library and Policy 1.02 Library Board Governance [Vice-Chair Lee]
 - ACTION: Track changes in future policy revision**

- #04 **Motion to approve Policy 1.01 and 1.02 as presented**
Moved Trustee Djonlic
Seconded Trustee Leung
Carried

16. Decision: Recruitment Committee TOR [Chair Gorton]
#05 **Motion to approve Recruitment Committee TOR as presented**
Moved Trustee Gorton
Seconded Trustee Mark
Carried

CONSENT AGENDA

Board Minutes, Committees & Reports:

17. Regular Board Meeting Minutes, February 22'23
18. Special Board Meeting Minutes, March 2'23
19. Recruitment Committee Meeting Minutes, March 6'23 | April 5'23 | April 11'23
20. Finance & Audit Committee Meeting Minutes, February 28'23
21. Advocacy Committee Meeting Minutes, February 27, 2023 [Laydown] – *Minutes distributed to the Committee prior to the Board Meeting for approval*
22. 2023 – Action Issue Log
23. TOR – Advocacy Committee [Revised Feb'23]
24. TOR – Policy Committee [Approved Apr'23]

Executive Director's Monthly Reports

25. Strategic Goals Operational Plan 2023 [updated to April]
26. Strategic Goals Operational Plan 2023 – Project Descriptions
27. Financials January, February 2023
28. Quarterly Statistics Report Q1 2023
29. 2022 CPL Audited FS
30. Information: Community Advisory Group Update
31. 2022 Public Libraries Grant Report Funding Report [revised]
32. Board Annual Meeting & Reporting Schedule – 2023 [location updated]

Other Meeting and Representative Reports

33. Cultural Services Advisory Committee Representative Report [meeting April 13, 2023]
34. InterLINK Representative Report [meeting March 7, 2023]
35. Friends Representative Report

Documents, Reports, Correspondence:

36. BCLTA Bulletin March'23 – [LINK](#) | April'23 – [LINK](#)
37. BCLTA Report [Trustee Mark]
38. Information Document: Safe Harbour: Introduction to Diversity and Inclusion – Free Course offered through InterLINK - Registration Open
39. Information: D & O Policy Renewal Terms
40. Letter: 2023 Approved Financial Plan Funding
41. Letter: 2023 BC Multicultural Grant
42. Letter: 2023 Library Grant Award
43. Letter: Reappointment to City of Coquitlam Multiculturalism Advisory Committee – Ann Johannes
44. Information: General Procedure for Policy Approval
45. Information: Policy 5.08.06 – Education Support Funding [Revised]
46. Thank you letter – Maxine Wilson - \$2000 donation

**#06 Motion to approve Consent Agenda [pulling out 25, 37]
Moved Trustee Gorton
Seconded Trustee Veerapen
Carried**

Item 25: Strategic Goals Operational Plan 2023 [updated to April]

- Discussed EDI project

Item 37: BLCTA Report

- Discussed Mental Health / Homeless Volunteers

47. Action Items Arising from Consent Agenda

48. Council Report – City Councillor/Trustee - verbal report

49. **Motion to Move In-Camera**

**#07 Motion to move in-camera
Moved Trustee Djonlic
Seconded Trustee Leung
Carried**

50. Health and Safety – City Centre
Substance Abuse issues at City Centre

- **ACTION: Provide Board an update at May Board meeting**

51. Labour Relations Update

52. HR Committee Update

Board only

53. **Motion to Move Out of In-Camera**

**#08 Motion to move out of in-camera
Moved Trustee Leung
Seconded Trustee Mark
Carried**

54. Adjournment

**#09 Motion to adjourn at 8:48 pm
Moved Trustee Leung
Seconded Trustee Djonlic
Carried**



Anthea Goffe, Secretary to the Board

Date Signed: June 27, 2023

Jackie Gorton, Chair Library Board

Date Signed: _____

Next Regular Board Meeting:

DATE: Wednesday, May 24, 2023
PLACE: City Centre Branch, Board Room
TIME: Dinner 5:30 pm | Meeting 6:00 PM