



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

REGULAR BOARD MEETING MINUTES

WEDNESDAY, JULY 26, 2023

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

CITY CENTRE, Board Room

In Attendance:

Jackie Gorton, Chair
Raymond Lee, Vice Chair [joined at 7:14 pm via Zoom]
Steve Leung, Treasurer
Richard Veerapen, Trustee
Monica Heir, Trustee (via Zoom)
Kimberly Sivak, Trustee
Neal Nicholson, Trustee (via Zoom)

Cindy Mark, Trustee
Matt Djonlic, Councillor
Anthea Goffe, Interim Executive Director
Gordana Rauski, Director, Operations (via Zoom)
Ryan Jamieson, Director, Services and Facilities
Lily Vukasovic, Minute Taker

Observers: NONE

Agenda Items

1. Call to Order (6:02 pm)
2. Approval of Agenda
#01 Motion to approve agenda
Moved Trustee Nicholson
Seconded Trustee Leung
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. **Priority Business**
Update: ED Search [Chair Gorton]
5. Approve: FINAL 2024 Financial Package to the City [ED Goffe]
#02 Motion to move in camera at 6:04 pm
Moved Trustee Sivak
Seconded Trustee Nicholson
Carried

#03 Motion to move out of in camera
Moved Trustee Sivak
Seconded Trustee Nicholson
Carried

#04 Motion to approve the 2024 Financial Package to the City
Moved Trustee Leung
Seconded Trustee Mark
Carried

6. Approve: Governance Workshop for the Board in 2024 [Chair Gorton]
- Board would prefer workshop takes place in late 2023 or early 2024

#05 Motion to approve the engagement of a consultant for the Governance Workshop for the Board
Moved Trustee Djonlic
Seconded Trustee Sivak
Carried

Regular Business

7. Information: Executive Director Report July 2023 [ED Goffe]
- Discussed
 - CPL survey
 - Requirements to be compliant with BC Accessibility Act

8. Approve: Procurement Policy [ED Goffe]
- Discussed and changes recommended

#06 Motion to approve the Procurement Policy with amendments
Moved Trustee Gorton
Seconded Trustee Nicholson
Carried

9. Approve: Cheque Authorization Controls [ED Goffe]
- Discussed and changes recommended

#07 That the Board approve the Cheque Authorization Controls with amendments
Moved Trustee Nicholson
Seconded Trustee Veerapen
Carried

10. Information: Summer Reading Club Medal Ceremonies [ED Goffe]
- Trustees invited to attend

11. Information: Changes to New Library Link [ED Goffe]
- Changes reviewed
 - Vehicle may be ready in late October; possibly launch in November

12. Information: Staff BBQ [Director Jamieson]
- Trustees invited

CONSENT AGENDA

Board Minutes, Committees & Reports

13. Regular Board Meeting Minutes, June 28'23
14. 2023 – Action Issue Log
15. Quarterly Statistics Report Q2 2023
16. Board Chair Report

Financial Reports

17. Financials to May'23
18. Update: SOFI Report

Other Meeting and Representative Reports

19. Cultural Services Advisory Committee Representative Report, no report
20. Finance and Audit Committee Meeting Minutes, May 17'23
21. Executive Committee Meeting Minutes, May 17'23
22. Policy Committee Meeting Minutes, April 17'23

Documents, Reports, Correspondence

23. BCLTA Bulletin June'23
24. Letter of Thanks to Fin Donnelly

#08 Motion to Accept Consent Agenda with Items 15 and 17 pulled for discussion
Moved Trustee Djonlic
Seconded Trustee Sivak
Carried

Item 15 Quarterly Statistics Report Q2, 2023

- Discussed
- Item 17 Financials to May'23
- Discussed

[Trustee Lee joined at 7:14 pm]

25. Action Items Arising from Consent Agenda
ACTION: Director Jamieson will send Trustee Mark a list of the databases
ACTION: Director Jamieson will highlight the statistics that are not comparable in the next report
ACTION: Director Jamieson will provide definitions for electronic usage totals in the next report
ACTION: Year end statistics report will provide 'whole numbers', as well as percentages
ACTION: There will be a presentation to the Board on databases in November
ACTION: There will be a presentation to the Board on Statistics in January 2024
26. Council Report – City Councillor/Trustee
 - Possibility of a small branch in Burquitlam as part of new building development in the area
 - **ACTION: Board would like a presentation on 'Kiosks'**

[Break 7:27 pm – 7:35 pm]

27. **Motion to Move In-Camera**
#09 Motion to move in-camera at 7:38 pm
Moved Trustee Sivak
Seconded Trustee Mark
Carried

28. Labour Relations Update

Board only at 7:34 pm

29. HR Committee Update Board only
30. **Motion to Move Out of In-Camera**
#10 Motion to move out of in-camera at 7:49 pm
Moved Trustee Nicholson
Seconded Trustee Leung
Carried
31. Adjournment
#11 Motion to adjourn at 7:49 pm
Moved Trustee Djonlic
Seconded Trustee Leung
Carried



Anthea Goffe, Secretary to the Board

Date Signed: Feb. 6, 2024



Jackie Gorton, Chair Library Board

Date Signed: Feb 6, 2024

Next Regular Board Meeting:

DATE: September 27, 2023
PLACE: Poirier Branch, Board Room
TIME: Presentation 5:15 pm | Dinner 5:30 pm | Meeting 6:00 PM