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REGULAR BOARD MEETING MINUTES

WEDNESDAY, JUNE 28, 2023

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

POIRIER BRANCH, Board Room

In Attendance:

Jackie Gorton, Chair
Raymond Lee, Vice Chair
Steve Leung, Treasurer
Richard Veerapen, Trustee
Monica Heir, Trustee (via Zoom)
Kimberly Sivak, Trustee
Neal Nicholson, Trustee (via Zoom)

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

Regrets: Matt Djonlic, Councillor

Presenter: Adeline Huynk, CEO & Principal of The Commons Consulting

Guests: Holly Basura, HR Manager

Observers: NONE

Agenda Items

1. Call to Order (6:10 pm)
2. Approval of Agenda
 - #01 Motion to approve agenda**
 - Moved Trustee Leung**
 - Seconded Trustee Sivak**
 - 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 Tseil-Waututh, Katzie, Musqueam, Qayqayt, Squamish and Sto':lo Nations"
- Priority Business**
4. Presentation: DEI – Adeline Huynk, Commons Consulting
5. Approve: DEI Consultant
 - ACTION: Ensure we have clear deliverables in the contract
 - Commons Consulting will perform an internal audit (external audit is a separate project for consideration at a later date)
 - #02 Motion to approve hiring The Commons Consulting**
 - Moved Trustee Leung**
 - Seconded Trustee Sivak**
 - Carried**

[Holly Basura and Adeline Huynk leave at 7:11 pm]

6. Update: ED Search [Chair Gorton]
 - Next Recruitment Meeting will be on July 5th
7. Discussion: Preliminary 2024 Budget [ED Goffe]
 - **ACTION: Minor changes required**
 - **ACTION: Reserves Summary will need some changes**
 - Final approval will take place in the July Board meeting
8. Discussion: 2024 Capital and Operating Funding requests
 - Reviewed
9. Approve: BC Enhancement Grant Draft 3 Year Plan
 - Discussed
 - Trustee Mark questioned balance between priorities

#03 That the Board approve the *BC Enhancement Draft 3 Year Plan* in principle as presented. Specific projects not previously approved will require a future motion of the Board
Moved Trustee Nicholson
Seconded Trustee Sivak
Carried by majority
Trustee Mark opposed

Regular Business

10. Information: ED Report June
 - Staff Appreciation BBQ at the Poirier Branch on August 11
 - Library Link expected to launch in November
 - Library Services and Spaces Study – ED working with City Finance to do operational budget for the new library
11. Decision: Wine and Cheese Event – select a date [ED Goffe]
 - Date selected: October 26’23
 - **ACTION: Trustee Mark requested all potential advocacy talking points and topic be sent to her for review prior to the next Advocacy Committee meeting**
12. Approval: (motion) [Vice Chair Lee]
 - Policy 1.03.000 *Board Code of Conduct*
 - Policy 1.03.001 *Conflict of Interest*
 - Policy 1.03.003 *Confidentiality of Information*
 - Policy 1.03.004 *Political Activity and Elections*
 - Policy 1.04.000 *Library Board Operations*
 - **ACTION: 1.04.000 will be brought to the Policy Committee as part of the bigger package of policies for review**
 - **ACTION: 1.02.002 *Public Relations and Board Advocacy* will be sent for review by the Advocacy Committee**
 - **ACTION: 1.03.005 *CPL Statement on Anti-Racism and Social Equity* will be sent to the DEI Consultant**

#04 Motion to approve 1.03.000, 1.03.001, 1.03.003, 1.03.004
Moved Trustee Lee
Seconded Trustee Leung
Carried

- 13. Update: Policy 2.01.003
- 14. Update: InterLINK Representative Verbal Report, May 30'23 [Chair Gorton]
 - Discussed Provincial Grant Funding

CONSENT AGENDA

Board Minutes, Committees & Reports

- 15. Regular Board Meeting Minutes, May 24'23
- 16. 2023 – Action Issue Log

Financial Reports

- 17. Financials to April'23
- 18. Update: 2023 T1 Variance – 2023 Term 1 Report to the City

Other Meeting and Representative Reports

- 19. Cultural Services Advisory Committee Representative Report, June 8'23 (see ED June Report)

Documents, Reports, Correspondence

- 20. BCLTA Bulleting May'23
- 21. Update: Policy 1.04.008 Records Management
- 22. Update: Policy 1.04.008 Appendix 1 – Records Classification System

#05 Motion to approve Consent Agenda
Moved Trustee Sivak
Seconded Trustee Lee
Carried

- 23. Action Items Arising from Consent Agenda
- 24. Council Report – City Councillor/Trustee

25. Motion to Move In-Camera
#06 Motion to move in-camera at 8:44 pm
Moved Trustee Leung
Seconded Trustee Mark
Carried

- 26. Labour Relations Update
[Trustee Nicholson left at 8:50 pm]

- 27. HR Committee Update Board only

28. Motion to Move Out of In-Camera
#07 Motion to move out of in-camera at 9:34 pm
Moved Trustee Sivak
Seconded Trustee Leung
Carried

- 29. Adjournment
#08 Motion to adjourn at 9:34 pm
Moved Trustee Veerapen

**Seconded Trustee Mark
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: June 28, 2023
PLACE: Poirier Branch, Board Room
TIME: Dinner 5:30 pm | Meeting 6:00 PM