



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

**REGULAR BOARD MEETING MINUTES
WEDNESDAY, NOVEMBER 22, 2023
POIRIER BRANCH, PROGRAM ROOM, COQUITLAM, BC
Dinner 5:30 pm | Presentation 6:00 PM | Meeting 7:00 PM
Presentation: Library Services and Spaces Study**

Present:

Jackie Gorton (Chair)
Raymond Lee (Vice Chair)
Steve Leung (Treasurer)
Richard Veerapen (Trustee)
Neal Nicholson (Trustee)
Kimberly Sivak (Trustee)
Cindy Mark (Trustee)
Monica Heir (Trustee)
Anthea Goffe (Executive Director)
Gordana Rauski (Director Operations)
Ryan Jamieson (Deputy Executive Director)
Lily Vukasovic (Minute Taker)

Regrets: none

Presenter: Ted Ulrich

Guests: Jennifer Keefe, Karen Basi, Leila Todd

Agenda Item

1. Call to Order (6:01 pm)
2. Approval of Agenda
#01 **Moved by Trustee Nicholson**
Seconded by Trustee Leung
Carried
3. Land Acknowledgement (standing item)
*"We acknowledge that CPL provides service on the unceded traditional territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil-Waututh (**Sail-wha-tooth**), Katzie (**Kat-zee**), Musqueam (**Mus-kwee-um**), Qayqayt (**Key-kite**), Squamish (**Squa-mish**), Sto'lo (**Staw-low**) Nations."*
4. Motion to Move In-Camera at 6:01 pm
#02 **Moved by Trustee Gorton**
Seconded by Trustee Sivak
Carried
5. Presentation: Library Services and Spaces Study

[Guests left at 6:51 pm]

6. Motion to Move Out of In-Camera at 6:58
**#03 Moved by Trustee Mark
Seconded by Trustee Lee
Carried**

- Priority Business**
7. Update: Trustee Recruitment 2024 [ED Goffe]
8. Update: 2024 Budget (none)
9. Approval: Notice of Motion – 2023 Year End Financials [ED Goffe]
 - Reviewed City’s request regarding how we treat the 3-year Provincial grant with auditors
 - Asset Replacement Policy development is ongoing**#04 Motion to approve all transfers 1-9 as presented
Moved by Trustee Djonlic
Seconded by Trustee Neal
Carried**
10. Update: Action Items Spreadsheet [Deputy ED Jamieson]
 - Discussed
 - **ACTION: Update Board on Discovery Layer in February**
11. Update: Collection Relief Fund [Deputy ED Jamieson]
 - Confirmed these are one-time funds
12. Information: BC Enhancement Grant [Deputy ED Jamieson]
 - Report is an overview – over \$500,000 has to be spent in 3 years; several projects completed and others are in progress
 - Grant is intended to supplement local government funds; not to be used for operational costs
 - Grant letter specifically uses wording to ensure it’s intended use

- Regular Business**
13. Debrief: Board Council Social Event – October 26’23 [Chair Gorton]
 - Event was successful; positive interactions with councillors
 - CAG and staff were praised
 - Suggestions:
 - Include a formal welcome in the beginning
 - Emphasis on engagement and interactive elements for future events
14. Information: Executive Director Report – November 2023 [ED Goffe]
 - Customer satisfaction survey 2023
 - Will shape the 2024 action plan
 - Will run every 2 years; primarily due to survey ‘fatigue’
 - Trustees requested time to review the Service Level agreement as soon as it is available
 - Seen as a substantial legal document
 - Trustees recognize the complexity of the document and the need for time to comprehend it
15. Approval: New Library Link Vehicle Lease
 - City owned vehicle to be leased to CPL on a 3-year term

- Terms:
 - CPL covers operating costs
 - City covers cost of fuel
 - Includes 'surrender' of the 'old' Link to the City
- #05 Authorize the ED and Board Chair to sign the forthcoming Library Link – Vehicle Lease**
Moved by Trustee Nicholson
Seconded by Trustee Sivak
Carried

- 16. Approval: Policy 3.10 Privacy [ED Goffe]
 - Policy updated with legislative changes; vetted by the Policy Committee
 - Discussed separation of practices for internal and third-party data collection
- #06 Approve Policy 3.10 as presented**
Moved by Trustee Nicholson
Seconded by Trustee Lee
Carried

- 17. Approval: Policy 1.05 Budget and Finance [ED Goffe]
 - Policies have been brought to the Board as a package – Investment Policy has been added; FA has reviewed these policies
- #07 Approve Policy 1.05 as presented**
Moved by Trustee Gorton
Seconded by Trustee Leung
Carried

- #08 Motion to Approve Consent Agenda; pulling out Item 25 – Customer Satisfaction Report**
Moved by Trustee Djonlic
Seconded by Trustee Sivak
Carried

CONSENT AGENDA

Board Minutes, Committees & Reports

- 18. Regular Board Meeting Minutes, Oct 25'23
- 19. Finance and Audit Committee Meeting Minutes, Oct 18'23
- 20. Executive Committee Meeting Minutes, Oct 18'23
- 21. Policy Committee Meeting Minutes, n/a
- 22. Advocacy Committee Meeting, May 16'23
- 23. HR Committee Meeting Minutes, Nov 13'23
- 24. 2023 – Action Issue Log
- 25. Customer Satisfaction Survey 2023

Financial Reports

- 26. Financials to October 2023 [DRAFT]

Other Meeting and Representative Reports

- 27. Cultural Services Advisory Committee Representative Report [ED Goffe]

Documents, Reports, Correspondence:

- 28. BCLTA Bulletin, October 2023 [LINK]
- 29. Approval: Building Operating Agreements
- 30. Approval: Revised Land Acknowledgement [ED Goffe]
- 31. Approval: 2024 Holiday Hours

32. Information: Reappointment of Matt Djonlic as City Council Representative to the Board

25. Customer Satisfaction Report

- Discussed different service offerings between the 2 branches

33. Action Items Arising from Consent Agenda

34. Council Report – City Councillor/Trustee – verbal report

- Good turnout for the Board Social Event; councillors had a good time

35. Motion to Move In – Camera

#09 Motion to Move In-Camera at 8:18 pm

Moved by Trustee Leung

Seconded by Trustee Mark

Carried

36. Labour Relations Update

37. HR Committee Update at 8:25 pm

Board Only

38. Motion to Move Out of In-Camera

#10 Motion to Move out of In-Camera at 8:50 pm

Moved by Trustee Nicholson

Seconded by Trustee Veerapen

Carried


39. Adjournment

#11 Motion to Adjourn at 8:50 pm

Moved by Trustee Veerapen

Seconded by Trustee Sivak

Carried



Anthea Goffe, Secretary to the Board



Jackie Gorton, Chair Library Board

Date Signed: Feb 6, 2024

Date Signed: Feb 6, 2024