



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

REGULAR BOARD MEETING MINUTES

WEDNESDAY, SEPTEMBER 27, 2023

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

POIRIER BRANCH, Board Room

In Attendance:

Raymond Lee, Vice Chair

Steve Leung, Treasurer

Richard Veerapen, Trustee

Monica Heir, Trustee (arrived at ...)

Kimberly Sivak, Trustee

Cindy Mark, Trustee

Matt Djonlic, Councillor

Anthea Goffe, Interim Executive Director

Gordana Rauski, Director, Operations

Ryan Jamieson, Deputy Executive Director &

Director, Services and Facilities

Lily Vukasovic, Minute Taker

Observers: NONE

Regrets: Jackie Gorton, Chair

Neal Nicholson, Trustee

Presenter: Samantha Wink, Manager Marketing and Communications

Agenda Items

1. Call to Order (6:06 pm)

2. Approval of Agenda

**#01 Motion to approve agenda with changes – Item 16 moved to in camera
Moved Trustee Sivak
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. Congratulations to Anthea Goffe, New ED [Vice Chair Lee]

- Congratulations extended and received

5. Update: Governance Workshop for the Board on February 7, 2024 [Vice Chair Lee]

- Governance workshop is on February 24, 2024
- ACTION: Update all documents to reflect this

6. Decision: Trustee Recruitment 2024 [ED Goffe]

- Up for reappointment (submissions due by October 11, 2023)

- Trustee Gorton
- Trustee Nicholson
- Trustee Veerapen
- Trustee Mark
- Adhoc Recruitment Committee Members:
 - Trustee Heir
 - Trustee Sivak
 - Trustee Lee

#02 Motion to establish an Adhoc Recruitment Committee
Moved Trustee Lee
Seconded Trustee Sivak
Carried

7. Update: Budget 2024 Presentation to Council Moved up to October 25th [ED Goffe]
ACTION: Provide Trustees with details, allowing them to attend in person or via videoconference

8. Board and Council Social Event Planning

- Event Details [ED Goffe/Trustee Mark]
 - Reviewed
- Board and Council Social Talking Points [Trustee Mark]
 - Reviewed

[Trustee Heir arrived at 6:37 pm]

- Focus on building relationships
 - Library Services and Spaces Study – Executive Summary [Trustee Mark]**ACTION: Ask the City to do a presentation to the Board**

Regular Business

9. Information: Executive Director Report – September 2023 [ED Goffe]

- Reviewed

10. Information: City of Coquitlam 2023 Volunteer Recognition, Thursday, November 2^{'23} [ED Goffe]

- Trustees will receive a formal invitation

11. Information: Library Kiosks Overview [ED Goffe]

- Will conduct a pilot project; included in 5-year capital plan

[Trustee Leung left the meeting at 7:15 pm]

12. Information: Annual Long Service Awards, Friday, December 1^{'23} [ED Goffe]

- Staff Committee is organizing the event

13. Decision: Board and Management Holiday Event, or 2024 Kickoff Event [ED Goffe]

- Board and Management Holiday Event will continue as is
- ACTION: Office Manager will send a Doodle Poll to explore best dates

14. Decision: Policy 1.04 Library Board Operations (including subsections)

- Reviewed and edits made

#03 Motion to approve with amendments
Moved Trustee Sivak

**Seconded Trustee Djonlic
Carried**

15. Decision: Policy 1.03.002 Board Advocacy and Public Relations
**#04 Motion to approve Policy 1.03.002 as presented
Moved Trustee Djonlic
Seconded Trustee Sivak
Carried**

16. Update: Friends of Library [Trustee Sivak] – [Moved to In Camera]

CONSENT AGENDA

Board Minutes, Committees & Reports

17. Regular Board Meeting Minutes, July 26'23
18. Special Meeting of the Board, August 4'23
19. Recruitment Minutes, June 5'23
20. 2023 – Action Issue Log
21. Information: 2.01.001 Internet Access Policy
22. Information: Drag Queen Story Time
23. Information: Trustee Volunteers To attend the Juried Art Exhibition – October 28, 1:30 pm – 3:00 pm

Financial Reports

24. Financials to July'23, including T2 Financial Report to the City

Other Meeting and Representative Reports

25. Cultural Services Advisory Committee Representative Report, no report
26. Finance and Audit Committee Meeting Minutes, July 19'23
27. Executive Committee Meeting Minutes, July 19'23
28. Policy Committee Meeting Minutes, June 6'23
29. Advocacy Committee Meeting Minutes, May 16'23

Documents, Reports, Correspondence

30. BCLTA Bulleting [no bulleting]
31. Letter of Congratulations from Bonita Zarrillo
32. Letter: Extension of Appointment to Culture Services Advisory Committee
33. Information: Key Messages of BC Government Ask

- #05 Motion to accept consent agenda with item 22 pulled for discussion
Moved Trustee Veerapen
Seconded Trustee Heir
Carried**

Item 22: Information – Drag Queen Story Time

- Discussed need to ensure safety and security of our staff and public during these events

34. Action Items Arising from Consent Agenda
35. Council Report – City Councillor/Trustee
- Budget presentations and budget approval discussed
36. **Motion to Move In-Camera**

#06 Motion to move in-camera at 7:51 pm
Moved Trustee Lee
Seconded Trustee Heir
Carried

[Moved to in camera] Item 16: Update: Friends of Library [Trustee Sivak]

37. Decision: Long Service Awards [ED Goffe]

38. Labour Relations Update [Trustee Sivak]

39. HR Committee Update [8:31 pm]

Board only

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

#07 Motion to move out of in-camera at 8:45 pm
Moved Trustee Sivak
Seconded Trustee Heir
Carried

Item 37: Decision: Long Service Awards [ED Goffe]

#08 Motion to accept option 3
Moved Trustee Djonlic
Seconded Trustee Heir
Carried

41. Adjournment

#09 Motion to adjourn at 8:45 pm
Moved Trustee Sivak
Seconded Trustee Heir
Carried



Anthea Goffe, Secretary to the Board



Jackie Gorton, Chair Library Board

Date Signed: Feb. 6, 2024

Date Signed: Feb 6/24

Next Regular Board Meeting:

DATE: October 25, 2023
PLACE: Poirier Branch, Board Room
TIME: Presentation 5:15 pm | Dinner 5:30 pm | Meeting 6:00 PM