



# COMMUNITY ADVISORY GROUP MINUTES

November 24, 2022 | 6:30 – 8:00 pm  
Hybrid Meeting: Zoom | City Centre Board Room

---

Present: Camryn  
Francesca  
Laurel  
Maedeh  
Richard  
Jay (minute-taker)  
Tina  
Val  
Andrea (vice-chair)  
Chair: Emmett  
Regrets: Rosanne  
Sam  
Hamid  
Jae

1. Call to Order
  - a. Called to order at **6.36 pm**
  
2. Adoption of Agenda
  - a. THAT the agenda be approved as distributed **carried**
  
3. Approval of Minutes from the last meeting
  - a. THAT the minutes be approved as distributed **carried**
  
4. Library Updates (Jay)
  
5. Unfinished business
  - a. Friends and Family Event
    1. Further Discuss: Fall in Love With Your Library (Q1 – Exact February Date TBD)
      - a. Established that there is budget for this. CAG should come up with an itemized budget
      - b. Motion put forth by Emmett, seconded by Richard to do the event in the second quarter (most likely April). **Carried**
      - c. There will not be alcohol at the event
      - d. Brainstorm ideas are included on a separate sheet



**Coquitlam Public Library  
Community Advisory Group**

**City Centre Branch  
1169 Pinetree Way**

**Poirier Branch  
575 Poirier Street**

- e. Subcommittee of Laurel, Emmett, Maedeh, Tina and Richard will meet on December 7 at 6:30 pm to organize the event

2. ACTIONS:

- a. Sub-committee will prepare an itemized budget to present to the Library
- b. Make a recommendation of how many staff will be needed
- c. Determine the date and time of the event
- d. Create questions for focus group(s), which are going to be conducted by Tina and Richard
- e. Emmett asked that each CAG member consider their vision for the open house.

6. New business

- a. Look at application form and decide how to improve it. **Tabled until next meeting**
- b. Not necessarily new business, but heard at the meeting:
  - i. Living Rooms with board games was received favourably
  - ii. Suggestion to create a Video Tour of the Library to post on our website, so people could see what the branches are like before they come in (e.g. showing where to go for help, the printers, etc)

7. Adjourned **8.55 pm**

Next Regular Meeting

**January 26, 2023**

**6:30 – 8:00 PM**

**Hybrid meeting: Zoom | City Centre Board Room**