City Centre Branch 1169 Pinetree Way Poirier Branch 575 Poirier Street

## **COMMUNITY ADVISORY GROUP AGENDA**

February 23, 2023 | 6:30 – 8:00 pm Hybrid Meeting: Zoom | City Centre Board Room

Present: Andrea

Camryn Emmett Francesca

Laurel (Vice-Chair) Rosanne (Minutes)

Sam

Val

Chair: Tina Regrets: Hamid

Maedeh

- 1. Call to Order
  - a. Called to order 6:40 pm
- 2. Adoption of Agenda
  - a. THAT the agenda be adopted as amended
  - b. Moved by Rosanne
  - c. Seconded by Tina

carried

- 3. Approval of Minutes from the last meeting
  - a. ACTION: Rosanne to remove last names from all CAG minutes and upload to the CPL website
  - b. THAT the minutes be approved as distributed
  - c. Moved by Emmett
  - d. Seconded by Tina

carried

- e. Review of minute taking to be completed by rotating CAG member
  - i. Andrea, Laurel, and Sam volunteer as back-up minute takers
- 4. Library Updates (Sam)
- 5. Unfinished business
  - a. Open House Event
    - i. Confirmation of Event time SUNDAY, MAY 28, 12:00 3:30 PM
    - ii. ACTION: Rosanne to double-check room reservations
      - a. CAG can volunteer in 'shifts'; may not need to volunteer the full 3.5 hours.



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- b. TAC volunteers will be recruited through Chris.
- iii. Review Project Timeline (Laurel)
  - a. ACTION: Rosanne and Sam to set up a gmail account for CAG
- iv. Assign Roles: Project Manager, Marketing Lead, Hospitality Lead, TAG Volunteers, Business Liasons (Purpose: Education/Awareness)
  - a. ACTION: Tina to message all CAG members and ask for them to sign-up for roles
  - b. ACTION: Rosanne and Sam to send Tina average patron visits per day
  - c. ACTION: Tina to finish preparing the business letter template
  - d. ACTION: ALL CAG members think of three library services that they would be interested in demonstrating to the public during the Open House. Report at March meeting.
  - e. ACTION: Rosanne will sending member information to Tina.
  - f. ACTION: Marketing Lead to draft a marketing plan (can ask for Sam to review) and present at the March meeting.
  - g. ACTION: Event Lead to reach out to musicians about performing during Open House and report at March meeting.
  - h. ACTION: Hospitality lead to arrange refreshments and food donations and report at March meeting
  - i. ACTION: Business Liaisons to reach out to businesses and report at March meeting.
- b. Review CAG 2023 Goals and Handbook Appendix 2: Terms of Reference (*Purpose: Education/Awareness*)
  - i. TABLED until the March meeting.
- 6. New business
  - a. Self-Assessment and CAG Discussion (Purpose: Feedback)
    - i. ACTION: CAG members to send in their self assessment to be anonymously collated and reviewed at the March meeting.
  - b. CAG Meeting Time
    - i. Will continue with Thursdays, 6:30 8:00, for the time being.
  - c. New member application (Purpose: Education/Awareness)
    - i. APPROVED by acclamation.
- 7. Adjourned 7:54 pm

**ACTION ITEMS** 



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- 1. ACTION: Tina to message all CAG members and ask for them to sign-up for roles DONE
- 2. ACTION: Rosanne and Sam to send Tina average patron visits per day DONE
- 3. ACTION: Tina to finish preparing the business letter template DONE
- 4. ACTION: ALL CAG members think of three library services that they would be interested in demonstrating to the public during the Open House. Report at March meeting.
- 5. ACTION: Rosanne will sending member information to Tina. DONE
- 6. ACTION: Rosanne to double-check room reservations DONE
- 7. ACTION: Rosanne to remove last names from all CAG minutes and upload to the CPL website IN PROGRESS
- 8. ACTION: Marketing Lead to draft a marketing plan (can ask for Sam to review) and present at the March meeting.
- 9. ACTION: Event Lead to reach out to musicians about performing during Open House and report at March meeting.
- 10. ACTION: Hospitality Lead to arrange refreshments and food donations and report at March meeting
- 11. ACTION: Business Liaisons to reach out to businesses and report at March meeting.
- 12. ACTION: CAG members to send in their self assessment to be anonymously collated and reviewed at the March meeting.

**Next Regular Meeting** 

March 30, 2023 6:30 - 8:00 PM

Hybrid meeting: Zoom | City Centre Board Room