



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.



**Coquitlam Public Library
Community Advisory Group**

City Centre Branch
1169 Pinetree Way

Poirier Branch
575 Poirier Street

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