



## COMMUNITY ADVISORY GROUP MINUTES

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

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Present: Andrea, Dianne, Francesca, Laurel, Maedeh, Natalia, Rosanne (minute-taker), Val,  
Chair: Tina  
Regrets: Emmett, Camryn, Hamid, Sam

- I. Call to Order 6:36 pm
- II. Round table introductions and welcome to new members, Natalia and Dianne!
- III. Adoption of Agenda
  - a. THAT the agenda be adopted as distributed
  - b. Moved by Rosanne
  - c. Seconded by Andrea **carried**
- IV. Approval of Minutes from the last meeting
  - a. THAT the minutes be approved as distributed
  - b. Moved by Val
  - c. Seconded by Andrea **carried**
- V. Library Updates (Rosanne)
  1. Natalia recommends offering a Mother Goose program in Portuguese
  2. Laurel recommends offering story times in French
  3. ACTION: Rosanne to forward suggestions to the Programming & Community Connections team for review.
- VI. Unfinished business
  - a. Open House Event
    - i. *Progress Reports*
      - a. Confirmation of Teen Advisory Council Volunteers (Rosanne)
        - i. Will request 8 – 10 teen volunteers from the Teen Advisory Council
      - b. Confirmation of CAG volunteers
        - i. Confirmed: Val, Rosanne, Tina, Natalia, Dianne, Laurel, Maedeh
        - ii. Tentative: Andrea, Francesca, Jae, Hamid
      - c. Promotional Materials
        - i. Deadlines for Promotional Materials (Francesca)
          1. Use free online promotional calendars and cross-promote with other community partners



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2. Posts should include a note to bring ID so that you can sign up for a library card during the event.
  3. Include a QR code on posters that will link to webpage.
  4. Coquitlam Public Library will create a Facebook Event that can be shared.
  5. Deadline for the marketing copy the ad that Coquitlam Public Library will run is May 4, EOD.
- ii. A main selling point for the Open House is connecting people to free entertainment and educational resources and programs.
- d. Sponsor Updates
- ACTION:** Decide Schedule of Events
- i. Rooms 136, 137, and 127 are reserved for the Open House
  - ii. Informational tables can also be placed around the Library
  - iii. Stations will have a volunteer at all times, plus a designated 'demo time' (TBD.)
  - iv. **ACTION:** Select Area/Resource each member will showcase
    1. Front of library: Greeters | Teen volunteers and Diane
    2. Room 127: Newcomer Station & Happy Lights | Tina, Maedeh
    3. Individual stations: Lendable Tech | Teen volunteers
    4. Individual stations: Libby & Kanopy | Natalia
    5. Individual stations: Ancestry & Digitization Station | Val, teen volunteer
    6. Event coordinators: Laurel and Rosanne
- ii. *Review Project Timeline (Laurel)*
    - a. Discussion around event name: Beyond Books: Coquitlam Public Library Open House.
  - iii. *Discussion: Door prizes, security, refreshments.*
    - a. Discussion around pro's and cons of offering refreshments during the event and door prizes. Budget previously meant for refreshments will be used to purchase door prizes/library swag.
    - b. Security discussion tabled until the next meeting.
- b. Self-Assessment sheets are due to Rosanne and Sam.
- i. If you haven't completed the self-assessment, please do. They will be anonymously collated.



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VII. New business

- a.* Discussion: May meeting will be tentatively changed to **Wednesday, May 17, 6:30 – 8:00 pm.**
- b.* Review CAG 2023 Goals and Handbook Appendix 2: Terms of Reference
  - i.* TABLED until the next meeting

VIII. Adjourned

Next Regular Meeting

**April 27, 2023**

**6:30 – 8:00 PM**

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