**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 27, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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| --- | --- | --- |
| Present: | Alice Hale Trustee | Naresh Sahota, Trustee |
|  | Brian McBride, Trustee | Erin Adams, Trustee |
|  | Matt Djonlic Trustee | Sandra Hochstein , Trustee |
|  | Dave Whalen, Trustee | Kelly Zimmer, Trustee |
|  | Brent Asmundson, Councillor/Trustee |  |

Also Present: Todd Gnissios, Director

Silvana Harwood, Deputy Director

Anthea Goffe, Manager Community Services

Sandra Haluk, Office Manager (minute taker)

Observer: Brenda Meade Husain, Manager Member Services

# CALLED TO ORDER

Alice Hale, Chair called the meeting to order at 6:02 pm

Item 200 Approval of the Agenda

**#41** THAT the agenda be received

* **Moved by Trustee/Councillor Asmundson**
* **Seconded by Trustee Adams**

**carried**

**APPROVAL OF MINUTES**

Item 275 Approval of the minutes of the meeting of March 23, 2016

**#42** Motion to approve the minutes

* **Moved by Trustee McBride**
* **Seconded by Trustee Djonlic**

**carried**

Item 280 Action Issue Log 2016 – received

# CONSENT AGENDA

# #43 THAT the consent agenda be received and Item 402 moved to business reports

* **Moved by Trustee Zimmer**
* **Seconded by Trustee Adams**

**carried**

**Item 300 Documents & Reports**

301 none received

**325 Publications/Newsletters - received**

326 BCLTA Report April – separate email

327 Tricities Literacy News – April [LINK]

**400 Committee Minutes:**

401 Policy: meeting scheduled for TBC

402 Planning & Development: Meeting April 26, 2016

403 Human Resources: Meeting April 13, 2016

**500** **Other Meeting and Representative Reports**

501 none received

End of Consent Agenda

**Item 600 Friends of the CPL –** (Trustee Whelan) - verbal report

* Trivia Night overall success – positive comments, 115 tickets sold
* Friends is looking at a campaign to get new members
* The CPL Board would like to thank the ‘Friends’ and acknowledge their efforts on putting on the Trivia Night

# #44 THAT the CPL Board write a thank you letter to the ‘Friends’ for Trivia Night

* **Moved by Trustee Zimmer**
* **Seconded by Trustee/Councillor Asmundson**

**carried**

*Trustee Hochstein arrived at 6:08 pm*

**Item 610 Planning & Development** – (Trustee Adams) – verbal report

Pulled out of Consent Agenda

* Discussed Mandate, Reflections of Strategic Plan & Goal Setting
* Consider changes to Board package – current structure/content; integrate Strategic Plan, goals & Director’s report
* Trustee Adams will send email out to Board for input/opinions
* Trustees Hale & Adams to convene for further discussion

**Item 550 InterLINK –** (Trustee Hochstein) - verbal report

* Reviewed the Public Library InterLINK 2016-2019 Strategic Plan (Item 551) and provided background information
* Trustee Hochstein requests Board comments/feedback and will deliver outcome/results at May meeting

**Item 551** InterLINKStrategic Plan 2016 – 2019, for information

* Received and reviewed by Trustee Hochstein (Item 550)

**Item 625 Council Report** – (City Councillor/Trustee Asmundson) – verbal report

* Majority of Council attending Wine & Cheese reception on May 3rd
* Town Hall Meeting, Saturday, May 7, 10:00 am – 1:00 pm

**Item 700 Director’s Report** (Director Gnissios) – received

Director’s Report Highlights:

* Science Expo: 29 groups registered
* Champions for Young Children Award of Excellence: Sal Kiridena, Library Link driver is a finalist for a second year in a row
* Como Lake Gardens: Discussions underway to add service (Library Link)
* Kinsman are donating $1,000 to the Library at their Board meeting on May 11th
* Library Volunteer Appreciation event scheduled for June 8th
* Statistics Snapshot 2016 1st Quarter: Received and reviewed
* CELA report – received

# *ACTION ITEM: Send CPL Board formal invite to ‘Library Volunteer Appreciation’ event*

# #45 Motion that a thank you letter on behalf of the Board is sent to Kinsman for their donation

* **Moved by Trustee/Councillor Asmundson**
* **Seconded by Trustee Hochstein**

**carried**

# #46 Motion that donations of $500 or more received through the Director, a thank you letter in recognition is sent to donor on behalf of the Board

* **Moved by Trustee/Councillor Asmundson**
* **Seconded by Trustee McBride**

**carried**

**Item 704 Financials** (Director Gnissios)

Overview of Financials to March 31, 2016 – report received and accepted for information

Item 704a Statement of Financial Activities ended March 31, 2016 – received

Item 704b Statement of ‘Draft’ Financial Position as at March 31, 2016 – received

Item 704c Library Link Expenses as at March 31, 2016 – received

# Item 800 ITEMS FOR DISCUSSION AND/OR DECISION

**Item 825 Old Business**

Item 826 2015 Audit [Final] – for information

* Received

Item 827 Drafts Arts, Culture & Heritage Strategic Plan: committee report

Trustees: Djonlic, Hochstein and Sahota

* Trustee Sahota provided a report for information
* 3 main challenges/opportunities: Youth & Cultural Literacy - broaden term; Leadership & Governance – Board Chairs of the 5 major organizations attend regular Executive meetings; Facilities – shared space/storage/capacity
* Deferred – Trustee’s Sahota, Hochstein & Djonlic will reconvene and prepare draft for Board feedback via email. Finalize document and send to City by mid-May

Item 828 City Council Wine & Cheese reception (May 3’16) – update discussed in Director’s report:

* May 3, 2016, Coquitlam Foundation Room #136, 6:00 pm – 8:00 pm
* Review of agenda and presentation to Council: Alice Hale, Board Chair – Welcoming speech; Todd Gnissios, Director – Introduction, Strategic Plan, E-books/Electronic Media; Silvana Harwood, Deputy Director – Refugee/New Immigrants; Anthea Goffe, Manager Community Services – Library Link

# Item 850 New Business

Item 851 Motion to approve Statement of Financial Information (SOFI) report

# #47 THAT the CPL Board approve the Statement of Financial Information (SOFI) report as presented

* **Moved by Trustee/Councillor Asmundson**
* **Seconded by Trustee Sahota**

**carried**

Item 852 Heritage Symposium – comments by Trustees who attended

* Positive feedback- great event.

# #48 Motion that the CPL Board move in to in-camera meeting

* **Moved by Trustee Zimmer**
* **Seconded by Trustee Djonlic**

**carried**

*Moved out of regular meeting at 7:40 pm and in to in-camera meeting*

# Item 900 In-Camera Item

Item 901 Labour Relations - mandate

Item 902 Labour Relations – update

# 950 Out of In-Camera

# #49 Motion that the CPL Board move out of in-camera and in to regular meeting

* **Moved by Trustee Adams**
* **Seconded by Trustee Sahota**

**carried**

# *Moved out of in-camera at 8:10 pm and in to regular meeting*

# 951 Motion to approve Library’s bargaining mandate

# #50 Motion that the CPL Board approve Library’s bargaining mandate

* **Moved by Trustee Adams**
* **Seconded by Trustee/Councillor Asmundson**

**carried**

# ITEM 1000 ADJOURNMENT

# #51 Motion to adjourn

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* **Moved by Trustee/Councillor Asmundson**
* **Seconded by Trustee Adams**

**carried**

Meeting adjourned at 8:22 pm

Todd Gnissios, Director Alice Hale, Chair

Secretary to the Board Library Board

Date Signed:

Date Signed:

Minutes taken by Sandra Haluk, Office Manager

**THE NEXT REGULAR BOARD MEETING 6:00 PM**

**May 25, 2016**

**Board Room**

**Coquitlam Public Library – Poirier Branch**

**575 Poirier Street, Coquitlam, BC**