**ITEM #275**

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, June 22, 2016 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

|  |  |  |
| --- | --- | --- |
| Present: | Alice Hale Trustee | Naresh Sahota, Trustee |
|  | Brian McBride, Trustee | Erin Adams, Trustee |
|  | Dave Whelan, Trustee |  |
|  | Brent Asmundson, Councillor/Trustee |  |
|  |  |  |

Also Present: Todd Gnissios, Director

Anthea Goffe, Manager Community Services

Sandra Haluk, Office Manager (minute taker)

Brenda Meade Husain, Manager Member Services

Regrets: Matt Djonlic, Trustee

Sandra Hochstein, Trustee

Silvana Harwood, Deputy Director

Special Guest: Michelle Hunt, Director Planning & Business Services Parks, Recreation & Culture

# CALLED TO ORDER

Item 50 Call to Order

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

Alice Hale, Chair called the meeting to order at 6:00 pm

Item 200 Approval of the Agenda

**#60** THAT the agenda be received as presented with the addition of Item 852, BCLTA Survey

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

**carried**

Item 250 Presentation – Michelle Hunt, Director Planning & Business Services Parks, Recreation & Culture

* Parks Recreation and Culture Implementation Plan (10-15 year plan)

**APPROVAL OF MINUTES**

Item 275 Approval of the minutes of the meeting of May 25, 2016

**#61** Motion to approve the minutes of the May 25, 2016 meeting

* **Moved by Trustee Whelan**
* **Seconded by Trustee Sahota**

**carried**

Item 280 Action Issue Log 2016 – received

# CONSENT AGENDA

# #62 THAT the consent agenda be received

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

**carried**

**Item 300 Documents & Reports - received**

301 Science Fair Congratulatory Letter – Superintendent of School SD43

302 Friends Thank you letter

303 Board invite to PRC re implementation plan

304 CUPE561 Communique Marketwired – re Library Reorganization

305 Library Information Backgrounder Information Release

**325 Publications/Newsletters - received**

326 BCLTA Report June – sent in separate email

327 Tricities Literacy News – June [Link]

**400 Committee Minutes:**

403 Planning and Development: scheduled for June 29th

Human Resources: scheduled for July 5th

**500** **Other Meeting and Representative Reports - received**

501 None received

End of Consent Agenda

**Item 550 InterLINK –** (Trustee Hochstein) – written report

* Received

**Item 600 Friends of the CPL –** (Trustee Whelan) – no report

* Trivia Night reconciliation pending – estimate fundraised $ 2,000
* Membership is struggling – suggest Board provide guidance

Item 601 **Trivia Night – bar report by Kinsmen**

* Received
* Kinsmen would like to be invited back next year

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

* Changed Routing – Burke Mtn now has a limited bus service (new)
* Dave Ginter, President CUPE561 attended June 20th Public Meeting

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

Director’s Report Highlights:

* Introduced 40th Anniversary Library Card
* CLA – discontinued as of July 1st. New Association created “The Canadian Federation of Library Associations (CFLA)”. Priority – Truth and Reconciliation report.
* CPL part of CFLA through our membership in BCLA & CULC
* BCLTA will be invited to join new association
* CULC – Member of National Book Sellers Market, with Board representation

**Item 704 Financials** (Director Gnissios)

Overview of Financials to May 31, 2016 – report received

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

* Expenditures – Salaries: attrition has not caught up to the budget decrease effective Jan 1’16, will track higher until attrition catches up to expenditures
* Reported on decrease in coffee vending funds
* Reported on increase in legal fees

Item 704b Statement of Financial Position as at May 31, 2016– received

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

# #63 THAT the CPL Board accept the Financials as presented

* **Moved by Trustee McBride**
* **Seconded by Trustee Sahota**

**carried**

# Item 800 ITEMS FOR DISCUSSION AND/OR DECISION

**Item 825 Old Business**

Item 826 Draft Budget 2017 – Received

* Reviewed document, budget process and dates
* Reviewed ‘new’ Funding Requests
* Councillor’s recommendation: Expand on the library presentation and include it in Budget package
* Feedback: Board agreed with direction presented by Director Gnissios

Item 827 Feedback on Volunteer Recognition on June 8th

* Positive feedback – different age groups represented
* Continue with annual Volunteer Recognition – grow and expand event

# Item 850 New Business

Item 851 Notice of resignation Trustee Zimmer – received

* The City and Board have agreed not to fill the vacant position for the remainder of the year. Vacancy will be filled through regular recruitment process in the fall.

Item 852 BCLTA Survey – (Director Gnissios)

* Annual Governance Survey to be completed by July 3rd. Created an adhoc team (Trustees’ Hale, Sahota &Whelan) – will coordinate and email Board

**Item 900 In-Camera Items**

**#64** THAT the CPL Board move to in-camera

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

**Carried**

*Moved in camera at 8:07 pm*

Item 901 Labour Relations update

**#65** THAT the CPL Board move out of in-camera and back to regular meeting

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

**Item 950 Out of Camera**

**carried**

*Moved out of in-camera at 8:55 pm*

# ITEM 1000 ADJOURNMENT

# #66 Motion to adjourn

# 

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

**carried**

Meeting adjourned at 8:55 pm

Todd Gnissios, Director Naresh Sahota, Vice 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**

**September 28, 2016**

**Board Room**

**Coquitlam Public Library – Poirier Branch**

**575 Poirier Street, Coquitlam, BC**