

Item 03

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, July 18’18 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

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|  | Erin Adams, Trustee  | Matt Djonlic, Trustee  |
|  | Julie Fisher, Trustee | Alice Hale, Chair – Via Tele-conference 6:02pm |
|  | Sandra Hochstein, Trustee | Brian McBride, Treasurer |
|  | Naresh Sahota, Vice Chair | Dave Whelan, Trustee |
|  | Bonita Zarrillo, Trustee/Councillor |  |

Also Present: Todd Gnissios, Executive Director

 Silvana Harwood, Deputy Director & Director Technologies

 Anthea Goffe, Director, Community Engagement

 Maryn Ashdown, Director, Customer Experiences

 Sandra Haluk, Office Manager (minute taker)

**CALLED TO ORDER**

**01 Item Call to Order**

Naresh Sahota, Vice Chair called the meeting to order at 5:55 pm

**02 Item Approval of Agenda**

**#49** THAT the agenda be received

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Adams**

 **carried**

**03 Item New Business**

04 ItemSeniors Outreach & Homebound Services Project Plan, for information

* Seniors Outreach Initiative Proposal, prepared by Anthea Goffe, Director Community Engagement – proposal received with small calculation corrected on page 4, 2.1 Population Increase: Total 60+ population, 2015 – 44,847; Total projected 60+ population, 2025 – 72,303
* Overall, well received and very good document – Trustee Sahota

**05 Item Old Business**

06 Item **Budget 2019 Summary Funding Request** (for approval)

* Budget binders distributed and received at meeting

07 Item2017 Variance, Actual vs Budget

* Received and reviewed

08 ItemComparison 2018 vs 2019

* 2019 Budget plan received and reveiwed
* Benefits line high due to increase in Health, Dental & Payroll Tax

09 Item5 Year Operating Plan

* Received and reviewed

10 ItemReserves Report to December 31, 2017

* Received and reviewed
* Reported on Operating Reserve: Working Funds and Restricted Funds
* Reported on Capital Reserve: majority of one time reserves created in 2016

11 Item5 Year Capital Plan 2019 to 2023

* Received and reviewed

12 ItemNew Initiative, Priority 1: Health and Dental Benefits, MSP Salary Tax

* Received and reviewed
* Increases based on AON (provider) 2019 estimates
* In addition: new payroll tax effective January 1, 2019. Library’s cost is 1.9% of total payroll

13 ItemNew Initiative, Priority 2: Webpage Design and Development, plus CRM purchase and hosting

* Received and reviewed
* Current website is at least 7 years old and CMS sitefinity platform is five generations behind most current version
* Seeking one-time funding to hire a firm and annual operating costs

14 ItemNew Initiative, Priority 3: Seniors Outreach & Homebound Services

* Received and reviewed
* Suggestions:
* Add to title: ‘pilot project’, ‘hard to reach/isolated’
* Description of New Requests: include ‘one time’ funding
* Edit Project timeline 2020: Operational year….
* Edit Summary, pilot project – year 2019: remove mid-year rollout
* Annual costs: Vehicle – consider lowering amount

15 ItemGoals & Objectives 2019 to 2021

* Received and reviewed

16 ItemKey Achievements

* Received and reviewed
* Achievements in alignment with City of Coquitlam and Coquitlam Public Library Goals

17 ItemManagement Response Letter – Audit 2017

* Received and reviewed
* Audit was ‘clean’ and no findings for Management to respond to

**#50** THAT the Board approves the budget package presented in principle

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Adams**

 **carried**

18 ItemService Agreement – for information only

* Received and reviewed additional information on ‘Service Agreement’
* Received and reviewed ‘Draft’ Coquitlam Public Library Program and Service Planning agenda for September 15, 2018 – ‘new’ agenda to follow

19 ItemStrategic Plan 2019 to 2021 document for approval

* Received revised ‘Strategic Plan 2019 to 2021’

**#51** THAT the Board approves the Strategic Plan 2019 to 2021 document as presented

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Adams**

 **carried**

**Approval of Consent Agenda**

**Items received**

**20 Item Documents, Reports, Correspondence**

**21 Item Publications/Newsletters:**

22 News Release: Chair of Coquitlam Foundation

 23 BCLTA Board Brief – June 2018

 24 BCLTA Bulletin – July 2018

**25 Item Board Minutes, Committees & Reports:**

26 Regular Board Meeting Minutes, June 27’18

27 Action Issue Log 2018

**28 Item Other Meeting and Representative Reports:**

29 Cultural Services Advisory Committee, June 14, 2018

**30 Item Executive Director’s Reports:**

31 Executive Director Report – July 2018

32 Quarterly Statistics

33 Room Booking Policy – approve or refer

**#52** THAT the Consent Agenda be received

* **Moved by Trustee Adams**
* **Seconded by Trustee McBride**

 **carried**

**34 Item Action items arising from Consent Agenda**

Executive Director’s Monthly Report – City Notification

* Government of BC modified the Library Act – changes to dates for Board Trustee Recruitment

35 Item Room Booking Policy – pulled out of Consent Agenda

* Received ‘Draft’ policy 3.06 – Public Meeting Rooms
* In the process of implementing ‘new’ room booking software August 1st – policy decisions need to be made as part of the software design

**#53** THAT the Board approves Policy 3.06 – Public Meeting Rooms in principle as presented and refers to Policy Committee for review

* **Moved by Trustee Djonlic**
* **Seconded by Trustee Adams**

 **carried**

36 Item Financials to June 2018 (laydown)

* Received Statement of Financial Activities ended June 30, 2018
* Received Statement of Financial Position as at June 30, 2018

**37 Item Moved in-camera at 8:42 pm**

**#54** THAT the CPL Board move in-camera

* **Moved by Trustee Fisher**
* **Seconded by Trustee Whelan**

 **carried**

**38 Item In Camera**

39 Item Labour Relations Update

**40 Item In-Camera (Board Only)** – no meeting

**41 Item Moved out of in-camera at 8:56 pm**

**#55** THAT the CPL Board move out of in-camera

* **Moved by Trustee Adams**
* **Seconded by Trustee Fisher**

 **carried**

42 Item Adjournment

**#56** Motion to adjourn

* **Moved by Trustee Hochstein**
* **Seconded by Trustee Adams**

 **carried**

Adjourned at 8:56 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**

**September 26, 2018**

**Board Room**

**Coquitlam Public Library – Poirier Branch,**

**575 Poirier Street, Coquitlam, BC**