

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, May 24, 2017 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Present: Matt Djonlic, Trustee
Alice Hale, Chair
Naresh Sahota, Vice Chair
Bonita Zarrillo, Trustee/Councillor
Erin Adams, Trustee (6:00 pm – 7:05 pm)
Via Teleconference

Julie Fisher, Trustee
Brian McBride, Treasurer
Dave Whelan, Trustee

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)

Regrets: Sandra Hochstein, Trustee

CALLED TO ORDER

01 Item Call to Order

#34 THAT the meeting be called to order

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

carried

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

02 Item Approval of Agenda

#35 THAT the Agenda be received

- **Moved by Trustee Sahota**
- **Seconded by Trustee Fisher**

carried

Approval of Consent Agenda

#36 THAT the Consent Agenda be received and Item 05-01 pulled out for discussion

- **Moved by Trustee Fisher**
- **Seconded by Trustee Sahota**

carried

Items received

03 Item Documents, Reports, Correspondence

03-01 Thank you note from Pat Beale - retirement

03-02 InterLINK – Financial 2016

03-03 Insurance 2017 - Cover

03-04 Insurance 2017 – Directors & Officers

03-05 Insurance 2017 – Property

04 Item Publications/Newsletters

none

05 Item Board Minutes, Committees & Reports

05-01 Minutes of the April 26, 2017 Regular Board meeting

05-02 Action Issue Log 2017

05-03 2017 Board & Executive Contact Information – Revised May 1'17

05-04 Advocacy and Fund Development Committee Meeting, May 4'17

06 Item Other Meeting and Representative Reports

06-01 BCLTA Bulletin, May 16, 2017 (separate email)

06-02 BCLTA Bulletin, May 11, 2017 (separate email)

06-03 BCLTA Bulletin, April 14, 2017 (separate email)

07 Item Action items arising from Consent Agenda

07-01 Item 05-01 Minutes of the April 26, 2017 Regular Board meeting
Amend minutes – change time of 'via-teleconference' call
to 6:00 pm – 8:30 pm

#37 THAT the CPL Board move to in-camera

- **Moved by Trustee Whelan**
- **Seconded by Trustee Djonlic**

carried

Moved in-camera at 6:06 pm

08 Item In-Camera Items

09 Item Election Results

10 Item Bargaining Update

Out of In-Camera

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

- **Moved by Trustee Fisher**
- **Seconded by Trustee McBride**

carried

Moved out of in-camera at 6:56 pm

#39 THAT the CPL Board approves moving forward on In-camera 1 as discussed

- **Moved by Trustee/Councillor Zarrillo**
- **Seconded by Trustee Sahota**

carried

#40 THAT the CPL Board approves moving forward on proposal In-camera 2 as discussed

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

carried

11 Item InterLINK Board Report

- No report

12 Item Friends of the CPL – Trustee Whelan

- No report

13 Item Council Report – City Councillor/Trustee Zarrillo – verbal report

- Senior Strategy – discussed Seniors Service Guide 2017-2032. Highlighted items in the document that could be relevant to the Library. Library staff will review document.
- Parks, Recreation & Culture Master Plan – Executive Director will complete survey and respond separately if needed.
- City residents survey underway

14 Item Director’s Report

In addition to written report received:

- 2nd Annual Science Expo was a great success – the event was oversubscribed and a greater response from schools. Douglas College was very pleased with being involved with the event
- InterLINK - investigating a PNE day – library story time/event in the park. Library card holders pay a reduced entrance fee.

15 Item Financials

15-01 Financials (Activities, Position & Library Link) ended April 30, 2017

15-02 Cash Flow (January – May 2017)

- Executive Director will meet in advance of regular board meeting with Finance Committee and present financials for review and explanations.

#41 THAT the CPL Board receives the Financials and Cash Flow as presented

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

carried

16 Item ITEMS FOR DISCUSSION AND/OR DECISION

17 Item New Business

18 Item Budget 2018

18-01 Budget Process 2018, and budget approval meeting
Document received

- Outlined the timelines and budget package submission date to City (July 20, 2017)

#42 THAT the CPL Board meet Tuesday, July 11, 2017 at 6:00 pm for a regular Board and Budget meeting and cancel the August meeting

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

carried

18-02 Budget 2018, priorities
Document received

- Reviewed and discussed priorities under consideration for One-Time Capital Cost and On-going Operating Cost. Consider Option 2: Furniture Refurbishment as priority 1 and Option 4: Sunday & Holiday Hours priority 2
- Concerns and comments taken under advisement

19 Item CFLA – Truth & Reconciliation Committee Report

Truth and Reconciliation Report and Recommendations received

- Recommendation – ‘Libraries, archives and cultural memory institutions to implement the Truth and Reconciliation....’ Suggestions and ideas welcome.
- Councillor/Trustee Zarrillo sits on two aboriginal committees one of which is a partner with SD#43 (over 2,000 students with aboriginal background) – she will look for approval from Rob Zambrano for Library involvement/commitment in 2018.

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**20 Item First Nations acknowledgement at Library and Library sponsored events
Kwikwetlem First Nations Land Acknowledgment proposal received**

Action Item: Refer proposal to the Policy Committee for further review

21 Item Old Business

22 Item Board City Wine & Cheese – update

Tuesday, May 30, 2017 6:00 pm – 8:00 pm

Mayor and Council attending. Invite extended to City Manager, Deputy City Manager and 5 General Managers

23 Item Adjournment

#43 THAT the CPL Board adjourn

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

carried

Adjourned at 8:25 pm

Todd Gnissios, Director
Secretary to the Board

Alice Hale, Chair
Library Board

Date Signed: _____

Date Signed: _____

Minutes taken by Sandra Haluk, Office Manager

THE NEXT REGULAR BOARD MEETING
6:00 PM
June 28, 2017
Board Room
Coquitlam Public Library – City Centre Branch
1169 Pinetree Way, Coquitlam, BC