



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Thursday, January 28, 2015, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Trustee Alice Hale, Trustee
 Kelly Zimmer, Trustee Erin Adams, Trustee
 Matt Djonlic, Trustee Brian McBride, Trustee
 Naresh Sahota, Trustee Sandra Hochstein, Trustee
 Councillor Brent Asmundson

Also Present: Todd Gnissios, Director
 Silvana Harwood, Deputy Director
 Sandra Haluk - Administrative Assistant / Minute Taker

Observers: Brenda Meade Husain, Manager Member Services
 Allison Hardman, CUPE 561 Member at Large
 Melani Williams, CUPE 561 Shop Steward

CALLED TO ORDER

Todd Gnissios, Director called the meeting to order at 6:00 pm

Item 100 New Trustee Councillor Brent Asmundson and Board Trustee introductions

Item 200 Approval of Agenda

Approval of Agenda

- #1** - Moved by Trustee Zimmer
 - Seconded by Trustee Hale

THAT the agenda be received

carried

Item 225 Review of Board Committees & Appointments – Director Gnissios
 • Received and discussed

Item 226 Suggested Strategic Planning development process document - Director Gnissios

- Received and discussed document presented
- Agreed to discuss further after Board Elections for 2015

- Item 250 Board Elections for 2015
 i. Election of Officers - Chair

Director declared all executive positions vacant.

Director Gnissios called for Board Chair nominations.

Trustee Zimmer nominated Jack Trumley. Trustee Trumley accepted the nomination

THAT Jack Trumley be nominated as Chair for the Coquitlam Public Library Board for 2015

Hearing no further nominations after calling three times, Director Gnissios declared nominations closed and by acclamation introduced Jack Trumley as Chair of the Board for 2015.

Todd Gnissios, Director turned the gavel over to Jack Trumley, Board Chair.

- Item 255 Elections continued for 2015
 ii. Election of Vice Chair

Jack Trumley, Chair called for Vice Chair nominations. Trustee Adams nominated Alice Hale. Alice Hale accepted the nomination.

THAT Alice Hale be nominated as Vice Chair for the Coquitlam Public Library Board for 2015

Hearing no further nominations after calling three times, Jack Trumley, Chair declared nominations closed and by acclamation introduced Alice Hale as Vice Chair of the Board for 2015.

- iii. Election of Treasurer

Jack Trumley, Chair called for Treasurer nominations. Trustee Zimmer nominated Trustee McBride. Brian McBride accepted the nomination.

THAT Brian McBride be nominated as Treasurer for the Coquitlam Public Library Board for 2015

Hearing no further nominations after calling three times, Jack Trumley, Chair declared nominations closed and by acclamation introduced Brian McBride as Treasurer of the Board for 2015.

- iv. Election of Board Committees

The following members of the Board agreed to sit on the Committees and all representatives were elected by acclamation:

Executive Committee:
Chaired by Board Chair

Jack Trumley, Chair
Alice Hale, Vice Chair
Brian McBride, Treasurer

Audit Committee:
Chaired by Treasurer

Jack Trumley, Chair
Brian McBride, Treasurer

Naresh Sahota, Trustee

Finance Committee:

Chaired by Board Chair

Committee of the Whole

Human Resources Committee:

Chaired by Board Chair

Jack Trumley, Chair
Alice Hale, Vice Chair
Brian McBride, Treasurer

Policy and Governance Committee:

Chair elected by Committee Members

Jack Trumley, Chair,
Erin Adams, Trustee
Matt Djonlic, Trustee

Advocacy and Fund Development:

Chair elected by Committee Members

Jack Trumley, Chair
Matt Djonlic, Trustee
Kelly Zimmer, Trustee

Planning and Development

Chair elected by Committee Members

Jack Trumley, Chair
Alice Hale, Vice Chair
Naresh Sahota, Trustee
Kelly Zimmer, Trustee
Erin Adams, Trustee (Alternate)

Board Representatives and Appointments

Public Library InterLINK Representative:

Sandra Hochstein, Trustee
Matt Djonlic, Trustee (Alternate)

BCLTA Representative

Jack Trumley, Chair

Friends of the Library Representative:

Matt Djonlic, Trustee
Jack Trumley, Chair (Alternate)

City of Coquitlam Arts & Culture Representative:

Alice Hale, Vice Chair

Approval to ratify Board and Committee Representative Appointments

- #2 - Moved by Trustee Adams
- Seconded by Kelly Zimmer

THAT the CPL Board approve the Board Committees and Board Appointments and ratification of Trustee Alice Hale's appointment as City of Coquitlam Arts and Culture Committee Representative

carried

ACTION ITEM: Director Gnissios will be calling a Planning and Development committee meeting in the next 2 weeks to elect Chair.

APPROVAL OF MINUTES

Item 275 Approval of the Minutes of the November 27, 2014 meeting.

- #3**
- Moved by Trustee Zimmer
 - Seconded by Councillor Asmundson

THAT the minutes of the November 27, 2014 meeting be approved

carried

Item 280 Action Issue Log 2014 Final– received
Overview

- Emailed query to City of Coquitlam to confirm coverage of ‘Officers & Directors’ Liability insurance prior to purchase

ACTION ITEM: Contact City (Stephanie James) insurance specialist to confirm/assist with annual insurance for the library – self-insuring?

- Suitcase Project – moving forward with a week-long event at the City Centre Branch May 3 – 10, 2015

Item 285 Action Issue Log 2015 – received
Overview

- Evergreen Cultural Centre Gallery withdrew from partnership agreement with the library

ACTION ITEM: Director and Chair meet with ‘Evergreen’ Director to re-address the possibility of a ‘new’ partnership agreement with the library (within the next 30 days)

- InterLINK patron initiated requests deferred to February Board meeting – Director and Trustee Hochstein will meet to further discuss prior to meeting

CONSENT AGENDA

Item 275 Approval of the Consent Agenda

- #4**
- Moved by Trustee Hale
 - Seconded by Zimmer

THAT the consent agenda be received

carried

- Documents, reports and publications received
- No committee minutes
- BCLTA membership renewed for 2015
- Ratification of vote to allow multiple meeting room request by WineTaste for wine tasting classes at City Centre
- Board 2015 Contact Information received

*Board wishing to update their board manuals - drop them off with Sandra (Director's Office)

End of Consent Agenda

- Item 600 Friends of CPL – Oral Report by Trustee, Djonlic**
- Planning/organizing annual Quiz Night – April 10, 2015
 - Formulating a letter to City Council – importance of the library, library needs
 - Strategic evaluation – focus on annual themes, e.g. Early Childhood Development; Literacy for new immigrants in Coquitlam
 - Planning/organizing Book Sale

- #5**
- Moved by Trustee McBride
 - Seconded by Trustee Adams

THAT the CPL Board approve and provide the ‘Friends of CPL’ \$ 300 maximum to purchase a prize for the annual 2015 Quiz Night

carried

- Item 625 Council Report – Oral Report by City Councillor appointed Trustee, Brent Asmundson**
- Budget deliberations (Monday/Tuesday previous week) – staff presentations and culture groups presented
 - Council will be deliberating all the issues and tax rate for the whole City budget
 - Budget delayed due to election year – final vote expected mid-March
 - Committee meeting on Monday – development items: School sites
 - \$20 youth facility pass to access facilities (similar to Delta’s youth pass)
 - Councillor Asmundson will drop in on the Library’s Strategic planning meetings

- Item 700 Library Board Director’s Report (Director Gniissios)**
- received

Highlights:

- Centennial High School students showed their appreciation with a tray of cookies to Library staff for providing additional space during lunch hours
- Room booking software expanded to cover drop-in study rooms and Board room at City Centre improving access
- Completed the projection equipment installation in room #127 and the Board room at City Centre – plans to complete room #136 later this year
- Negotiating for repair/replacement of items and of improperly installed/failing shelving under warranty at City Centre branch
- Received a warning from a multinational movie company that someone in the library was downloading copyright material. The library does not have the ability to track these issues with our current technology at this time – we have done due diligence and have taken this under advisement.

Item 704 Financials (Director Gniissios)

Item 704.1 Statement of Financial Activities ended December 31, 2014 - report received

Item 704.2 Financial Position ended December 31, 2014 - report received

Item 704.3 Book Bus Expenses as at December 31, 2014 report received

ITEMS FOR DISCUSSION AND/OR DECISION

Item 825 **Old Business**

Item 826 InterLINK Report deferred to February Board meeting

Item 850 **New Business**

Item 851 Signing Authority

- #6 - Moved by Trustee Adams
- Seconded by Trustee Sahota

THAT the CPL Board Chair, Vice-Chair, Treasurer and CPL Director and Deputy Director be made the signing authorities for CPL, where all cheques must be signed by two people one of two staff and one of three Board Trustees

carried

Item 852 Vacation Policy revision

- #7 - Moved by Trustee Zimmer
- Seconded by Trustee Hale

THAT the CPL Board approve the new Vacation Policy as written

carried

Item 900 **In-Camera**

Item 901 Director's Annual Review (documents provided by Board Chair)

ADJOURNMENT

Motion to adjourn regular meeting – Trustee Hochstein
Seconded – Councillor Asmundson
Meeting was adjourned at 7:20 pm

Todd Gnissios, Director
Secretary of the Board

Jack Trumley, Chair

Date Signed: _____

Date Signed: _____

Minutes taken by Sandra Haluk,
Administrative Assistant

THE NEXT REGULAR BOARD MEETING
6:00 PM

February 25, 2015

Board Room

**Coquitlam Public Library – Poirier Branch
575 Poirier Street, Coquitlam, BC V3J 6A9**