

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, March 23, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Alice Hale, Trustee
Naresh Sahota, Trustee
Dave Whelan, Trustee
Councillor Brent Asmundson, Trustee

Brian McBride, Trustee
Sandra Hochstein, Trustee
Matt Djonlic, Trustee

Also Present: Todd Gnissios, Director
Silvana Harwood, Deputy Director
Anthea Goffe, Manager Community Services
Sandra Haluk, Office Manager (minute taker)

Regrets: Erin Adams, Trustee
Kelly Zimmer, Trustee

CALLED TO ORDER

Alice Hale, Chair called the meeting to order at 6:04 pm

Item 200 Approval of Revised Agenda

#31 THAT the agenda be received

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

carried

APPROVAL OF MINUTES

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

#32 Motion to approve the minutes with following amendment: Note Trustee Djonlic present at February 23, 2016 meeting

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

carried

Item 280 Action Issue Log 2016 – received

Council Presentation date confirmed: May 3, 2016 (6:00 pm – 8:00 pm) in the Coquitlam Foundation Room #136 at the Coquitlam Public Library, 1169 Pinetree Way.

CONSENT AGENDA

#33 THAT the consent agenda be received and Item 503 was withdrawn and verbal report given by Trustee Hale

- **Moved by Trustee Hochstein**
- **Seconded by Trustee Whalen**

carried

Item 300 Documents & Reports - received

301 Copy of letter of thanks to Friends of CPL

325 Publications/Newsletters - received

326 Update from ISS of BC – Syrian Refugees

500 Other Meeting and Representative Reports - received

501 BCLTA (March 2016 – separate email sent)

502 City of Coquitlam Arts and Culture Committee Report

End of Consent Agenda

Item 550 InterLINK – (Trustee Hochstein) - verbal report

- The Shoop Group – Public Library InterLINK Board Strategic Planning Session #3 document received and reviewed. Any questions/comments must be emailed to Trustee Hochstein prior to next meeting. Final version will be brought forward to April meeting for board approval.

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

- Friends of the CPL were very appreciative of the thank you letter sent by the Board.
- Planning of the Trivia Night continues; raffle ticket sales delegated to the Board, request Trustees assist with the set-up and clean-up
- Bridge Tournament date confirmed November 13, 2016

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

- Announcement: Partnership with YMCA, Concert Properties and the City are moving forward with a family recreation facility on the current Burquitlam Park site. Tentative completion date: 2019/2020

Item 700 Director's Report (Director Gnissios) - received

Director's Report Highlights:

- Library Link is adding two new stops in Maillardville area starting in April

- Library Link will visit the Strong Start program

Item 704 Financials (Director Gnissios)

Overview of Financials to February 29, 2016 – report received and accepted for information

Item 704a Statement of Financial Activities ended February 29, 2016 – received

Item 704b Statement of 'Draft' Financial Position as at February 29, 2016 – received

Item 704c Library Link Expenses as at February 29, 2016 – received

Item 704c Coquitlam Public Library Living Legacy Fund report to December 31, 2015 – received

Item 800 ITEMS FOR DISCUSSION AND/OR DECISION

Item 825 Old Business

Item 826 2015 Audit (Final) – Final signature acquired and documents will be sent to KPMG auditors for preparation of final/completed document

Item 850 New Business

Item 851 2016/17 Insurance document – reviewed and received

- Director's & Officer's liability insurance in process

Item 852 Proposed Board Committee Meeting Dates

- Agreed dates should be scheduled to meet and elect Chair and establish work plans for 2016.

Item 853 BCLTA Conference, TOP's Training & Board Chair Training

#34 Motion THAT the CPL Board approve all Trustees who wish to attend BCLTA Conference; approve all training sessions; approve one nights accommodation for all attending the May 13th evening events

- **Moved by Trustee Hochstein**
- **Seconded by Trustee Sahota**

carried

Item 854 Draft Arts, Culture & Heritage Strategic Plan, City of Coquitlam – received

- On a recommendation the Board created a sub-committee, comprised of Trustees Sahota, Hochstein and Djonlic to review draft plan and provide recommendations to the Board at the April Board meeting.

Item 855 Coquitlam Heritage Symposium - received

- Evergreen Cultural Centre, April 16th, 2016, 9:00 am – 4:00 pm

#35 Motion THAT the CPL Board approve the cost of registration for all Trustees who wish to attend

- **Moved by Trustee Hochstein**
- **Seconded by Trustee Hale**

carried

Item 856 Room Booking Request
 - Request for meeting room booking requiring Board approval

#36 Motion THAT the CPL Board approve the room booking request for computer courses for multiple sessions in the computer lab at City Centre branch during the months of April to June and approve room charge; the organization will have one booking free per month and additional bookings charged the regular room rate.

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

Carried

#37 Motion THAT the CPL Board direct the Director to make room booking decisions unless controversial pending the approval of the new policy

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

carried

#38 Motion to move out of regular meeting and move in-camera at 7:30 pm

- **Moved by Trustee Whalen**
- **Seconded by Trustee McBride**

carried

Item 900 In-Camera Item

Item 901 Labour Relations Matter

Item 902 Bargaining Update

Moved out of in-camera at 8:00 pm

Item 903 Director's 2015 Review (Trustees Only)

#39 Motion THAT the CPL Board approve the 2016 Director Salary Recommendation put forward by the HR Committee

- **Moved by Trustee Hochstein**
- **Seconded by Trustee Djonlic**

carried

ADJOURNMENT

#40 Motion to adjourn

- **Moved by Trustee/Councillor Asmundson**
- **Seconded by Trustee Djonlic**

carried

Meeting adjourned at 8:52 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
April 27, 2016
Board Room
Coquitlam Public Library – City Centre Branch
1169 Pinetree Way, Coquitlam, BC