



ITEM #275

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, May 25, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Alice Hale Trustee
Brian McBride, Trustee
Dave Whalen, Trustee
Brent Asmundson, Councillor/Trustee
Naresh Sahota, Trustee
Matt Djonlic Trustee

Also Present: Todd Gnissios, Director
Silvana Harwood, Deputy Director
Anthea Goffe, Manager Community Services
Sandra Haluk, Office Manager (minute taker)
Aubrie McQueen, Human Resources Advisor
Brenda Meade Husain, Manager Member Services

Observers: Allison Hardman, Branch Assistant (CPL)
John Perry, Library Page (CPL)
Mary Beth Folino, Circulation Supervisor – Poirier Branch (CPL)

Regrets: Erin Adams, Trustee
Sandra Hochstein, Trustee
Kelly Zimmer, Trustee

CALLED TO ORDER

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

Item 200 Approval of the Agenda

#52 THAT the agenda be received as presented with the change in order, in-camera moved forward on the agenda

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

carried

Item 900 In-Camera Items

#53 THAT the CPL Board move to in-camera

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

carried

*Observers were requested to leave meeting
Moved in camera at 6:02 pm*

Item 901 Labour Relations update
Item 902 Management Reorganization update

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

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

carried

*Moved out of in-camera at 6:40 pm
Observers were welcomed and returned back to regular meeting*

APPROVAL OF MINUTES

Item 275 Approval of the minutes of the meeting of April 27, 2016

#55 Motion to approve the minutes with the deletion of 2nd line in Item 827

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Sahota**

carried

Item 280 Action Issue Log 2016 – received

CONSENT AGENDA

#56 THAT the consent agenda be received and Item 301 moved to committee reports

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

carried

Item 300 Documents & Reports - received

302 2015 Libraries and Literacy Grant Report – Coquitlam Public Library

303 Letter to CUPE 561 regarding presentation to Board

304 CUPE 561 – Board Presentation letter

325 Publications/Newsletters - received

326 Tri-Cities Literacy Committee May 2016
327 Refugee Statistical Highlights Jan 1 to March 31, 2016
328 BCLTA Newsletter

400 Committee Minutes:

401 none

500 Other Meeting and Representative Reports - received

501 BCLTA Updates

End of Consent Agenda

Item 550 InterLINK – (Trustee Hochstein) – tabled for next meeting

Item 600 Friends of the CPL – (Trustee Whelan) – no report
- No meeting

Item 610 Arts, Culture & Heritage Strategic Plan – feedback letter (Trustee Sahota) – verbal report in addition to
Pulled out of Consent Agenda
- Presentations: Master Plan, Archives, BC 55 Plus Games – opportunities for vendors, e.g. consider Library Link attend BC 55 Plus Games

Item 625 Council Report – (City Councillor/Trustee Asmundson) – verbal report
- Burquitlam/Lougheed Plan – Phase 2 consultation
- Arts, Culture & Heritage Implementation Strategy – sending out for consultation
- Burke Mtn – Phase 2 update – land development
- North/East Coquitlam – a facilities study is expected to occur at a later date (future plan)

Item 700 Director's Report (Director Gnissios) – received
Director's Report Highlights:
- City has asked the Library to take on cleaning main stairwell at City Centre – library is in the process of getting quotes
- Trustees are invited to attend Volunteer Appreciation Night, Wednesday, June 8th (invite enclosed in package)
- Science Expo'16 was very well attended, over 200 visitors. Great turnout, very positive event and of hoping to make this an annual event. Thank you to staff for their hard work and making this possible.

Item 704 Financials (Director Gnissios)
Overview of Financials to April 30, 2016 – report received

Item 704a Statement of Financial Activities ended April 30, 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

Item 704b Statement of 'Draft' Financial Position as at April 30, 2016 – received

Item 704c Library Link Expenses as at April 30, 2016 – received

#57 THAT the CPL Board accept the Financials as presented

- **Moved by Trustee Djonlic**
- **Seconded by Trustee McBride**

carried

Item 800 ITEMS FOR DISCUSSION AND/OR DECISION

Item 825 New Business

Item 826 Budget 2017 – Initial discussion of priorities - Received

- Presented Board with 3 priorities identified by the library; 1. Poirier Branch Sorter; 2. Collection/E-books; 3. Wages/Benefits
- Management will prepare draft budget and present at June meeting
- Reviewed process

Item 827 Parks, Recreation and Culture Master Plan Implementation Plan

- Reviewed documents pulled out of plan that impact library
- Awaiting formal approval
- Critical – the development of service agreement:
‘Library and Life Long Learning’, Focus 2015 – 2020. To maintain the current basic service level and fill identified gaps in Assets, Service Delivery Model, and Programming, efforts will be on continuing to build a strong partnership with the Coquitlam Public Library, the implementation of the Arts, Culture and Heritage Strategic Plan, the development of a Service Agreement with the Library, and the implementation of an Annual Cultural Summit.

Item 828 Volunteer Recognition, June 8th

- Library Volunteer Event invite received
- Trustees invited to attend and also as volunteers

Item 850 Old Business

Item 851 BCLTA reports from Trustees

- Trustees Hale and Sahota attended ‘Chairing the Board’ – 3 key components: Fiduciary Duty, Strategic Planning, Generative Thinking
- Trustee Sahota encourages Board Trustees to attend – networking with other Trustees

Item 852 Planning and Development Committee, Terms of Reference Revised

- Received

#58 Motion that the CPL Board approve the Planning and Development Committee Terms of Reference as presented

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

carried

- Item 853 City Council Wine & Cheese – feedback & review
- Good presentations and very well received, positive questions
 - Continue on-going communication, show what we're doing, make Council aware of events on a regular basis
 - Invite Michelle Hunt, Director Planning & Business Services and Raul Allueva, General Manager Parks & Recreation & Culture Services to present at a regular board meeting

ITEM 1000 ADJOURNMENT

#59 Motion to adjourn

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

carried

Meeting adjourned at 7:55 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 22 2016
Board Room
Coquitlam Public Library – City Centre Branch
1169 Pinetree Way, Coquitlam, BC