

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, February 22, 2017 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Julie Fisher, Trustee Alice Hale, Chair
Sandra Hochstein, Trustee Matt Djonlic, Trustee
Brian McBride, Treasurer Naresh Sahota, Vice Chair
Dave Whelan, Trustee Bonita Zarrillo, Trustee/Councillor

Also Present: Todd Gnissios, Director
Silvana Harwood, Deputy Director & Director, Technologies
Anthea Goffe – Director, Community Engagement
Maryn Ashdown – Director, Customer Experiences
Sandra Haluk, Office Manager (minute taker)

Regrets: Erin Adams, Trustee

Guests: Ann Carlsen, President – Friends of the Coquitlam Public Library Society
Karim Virani, Treasurer – Friends of the Coquitlam Public Library Society

Prior to meeting: Cheque presentation photo with the Friends of CPL Society Executives and Board Executives

CALLED TO ORDER

Item 01 Call to Order

#12 THAT meeting be called to order

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

carried

Alice Hale, Chair called the meeting to order at 6:14 pm

Item 02 Approval of Agenda

#13 THAT the Agenda be received

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

carried

Item 03 Motion to Thanks to Friends of the Coquitlam Public Library Society

On behalf of the Board, the Chair expressed their thanks and appreciation to Friends of the Coquitlam Public Library for the generous \$5,000 donation and their ongoing efforts to support the library

carried unanimously

Approval of Consent Agenda

Items received

Item 04 Documents, Reports, Correspondence:

- 04-01 Letter to MLA Reimer
- 04-02 Letter to MLA Robinson
- 04-03 Letter to MLA Wickens
- 04-04 MLA Wickens, email response
- 04-05 MLA Reimer, email response
- 04-06 City Councillor Glumac, Port Moody, email response
- 04-07 Letter to Friends, invitation to attend for cheque presentation
- 04-08 Notice of 8th Annual Tri-Cities Champions for Young Children Awards of Excellence

Item 05 Publications/Newsletters:

- 05-01 None

Item 06 Board Minutes & Reports:

- 06-01 Minutes of the January 23, 2017 Regular Board meeting
- 06-02 Action issue Log 2017
- 06-03 2017 Holiday Hours and Library Closures
- 06-04 2017 Meeting Schedule
- 06-05 2017 Board Committees & Representatives
- 06-06 2017 Board & Executive Contact
- 06-07 Policy Committee Meeting, February 3, 2017 (no minutes)

Item 07 Other Meeting and Representative Reports:

- 07-01 Culture Services Advisory Committee Representative - report

#14 THAT the Agenda be received

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

carried

Item 08 Action items arising from Consent Agenda

None

Item 09 InterLINK Board Report

No report for February. Trustee Hochstein will provide a written report for April board meeting

- Item 10 Friends of CPL – Trustee Whelan – verbal report**
- Very appreciative of the Board recognition
 - Trivia Night – April 7, 2017 at the Poirier branch; Canada 150 year theme; Mayor Stewart, emcee; Kinsmen of Coquitlam – hosting bar. The Friends request the Boards assistance with the selling of raffle tickets prior to the game as in past years. The money raised will be donated to CPL for Canada’s 150 birthday programming events
- #15** That the CPL Board purchase a table of 8 at the Friends of the CPL Quiz Night on April 7, 2017
- **Moved by Trustee Whelan**
 - **Seconded by Trustee Hochstein**
- carried**
- #16** THAT the CPL Board supplies a raffle prize for the Friends of the CPL Quiz Night on April 7, 2017 to a maximum value of \$ 350.
- **Moved by Trustee Whelan**
 - **Seconded by Trustee Sahota**
- carried**
- Item 11 Council Report – City Councillor/Trustee Zarrillo**
No report
- Item 12 Director’s Report**
In addition to written report received:
- City Centre branch security incidents – recently a series of events occurred. The staff handled the situations very well. Management is dealing with the issues and consulting with staff – professional counselling was provided.
 - City Centre branch stairwell Emergency Exits – homeless people in stairwells. Ongoing dispute with Henderson Mall over whose responsibility it is to monitor and clean the stairwells. CPL has taken responsibility and cost for maintaining stairwell with direct access to the library.
- 12-01 2016 Statistics Year End
Received and reviewed statistics
- Item 13 Financials:**
Financial received and reviewed
- 13-01 Financials (activities, position & Library Link) ended December 2016
 - 13-02 *DRAFT* Financials (activities, position & Library Link) ended January 2017
 - 13-03 Cash Flow (January to March 2017) – request of the Board
 - Add *Cash Equivalence* for investments on cash flow chart
 - 13-04 Reserve for Capital Purposes – amounts as at December 31, 2016
- #17** THAT the CPL Board accepts December 2016 financials, draft financials, and cash flow chart as submitted
- **Moved by Trustee Sahota**

- **Seconded by Trustee Djonlic**

carried

Item 14 ITEMS FOR DISCUSSION AND/OR DECISION

Item 15 New Business

Item 16 Budget 2017, final
2017 Budget with Amortization & Project Details document – received and reviewed

#18 THAT the CPL Board approves the final 2017 Annual Operating Budget as presented

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

carried

Item 17 Executive Director, Annual Board Reporting and Information Schedule
Received and reviewed

- Provided for information only – modify as needed
- Councillor/Trustee Zarrillo suggested a similar *Wine & Cheese* event for federal representation in promoting the library for federal funding/grants - invite constituents and/or assistants (MP's and MLA's) – Board in favour for further discussion

Item 18 2016 to 2018 Strategic Plan Update (new)
Strategic Plan Timeline & Resources document – received and reviewed

Item 19 Audit Review Meeting – email vote or special meeting
2016 Financial Statements (audited) approval - process selection
Steps:

- Audit completed by KPMG
- Management Response Letter (if any)
- Finance and Audit Committee and Executive Director meet with KPMG to review statements
- Committee moves a recommendation to the Board on approval/decline of statements

#19 THAT the CPL Board hold a special meeting in conjunction with the Board Training Session to review the Audit Committee's recommendation on the draft Auditing Financial Statements, or, if unable to meet prior to April 9th, to authorize the Chair to conduct a conference call and email vote at the convenience of the majority of Trustees with ratification at the April 26 regular Board meeting

- **Moved by Trustee Sahota**
- **Seconded by Trustee McBride**

Carried

Item 20 Board Training – Update and “operational vs board checklist”
Board Governance Training offered by Vantage Point

- Trustees were asked to complete ‘Role Division & Clarity’ questionnaire and forward completed document to Executive Director – all completed questionnaires are sent to Vantage Point
- Date and time selected: Saturday, March 11'16 at 9:00 am – 1:00 pm. Location

TBD

Item 21 Old Business

No old business

#20 THAT the CPL Board move to in-camera

- **Moved by Trustee Whelan**
- **Seconded by Trustee Hochstein**

carried

Moved in camera at 8:10 pm

Item 22 In-Camera items:

Item 23 Bargaining Update

Item 24 Labour Relations Update

#21 THAT the CPL Board move out of in-camera

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

carried

Moved out of in camera at 8:20 pm

Item 25 Adjournment

#22 THAT the CPL Board adjourn

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

carried

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 26, 2017

Board Room

Coquitlam Public Library – City Centre Branch

1169 Pinetree Way, Coquitlam, BC