

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, September 26, 2018 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Erin Adams, Trustee	Matt Djonlic, Trustee
Julie Fisher, Trustee	Alice Hale, Chair
Brian McBride, Treasurer	Naresh Sahota, Vice Chair
Dave Whelan, Trustee	Bonita Zarrillo, Trustee/Councillor

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

Alice Hale called the meeting to order at 5:50 pm

#57 THAT the meeting be called to order

- **Moved by Trustee Adams**
- **Seconded by Trustee Sahota**

carried

02 Item Approval of Agenda

#58 THAT the agenda be received

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

carried

03 Item Education Session (5:50 pm – 6:15 pm)

Todd Gnissios, Executive Director gave a presentation on AI (Artificial Intelligence) and its possible impacts on the library and its services – the impact and possible roles the library can provide related to policy, information and education.

04 Item New Business

05 Item Trustee Recruitment Adhoc Committee

Establish a Trustee recruitment adhoc committee to recommend Library Trustee(s) for 2019.

#59 THAT the CPL Board establish an adhoc Trustee Recruitment Committee to recommend the required number of candidates to City Council for appointment as Library Trustees for the 2019 year; further the committee shall have up to three members, Trustees McBride, Whelan and Djonlic, who will review applications against the Considerations Document, and who may interview prospective candidates; the Committee will make recommendations of preferred candidates to the Board by October 22, 2018; the Executive Director will submit the recommended candidates to City Council by the deadline

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

carried

06 Item Long Service Awards, 25 years S. Harwood

On behalf of the Board, congratulations to Silvana Harwood, Deputy Director for her valued contribution and 25 years of service.

07 Item Mayor's BBQ – comments from attendees (Trustee Djonlic)

The vision of libraries is seen as community hubs, literacy, programs and meeting rooms/spaces.

08 Item Board Christmas Dinner

#60 THAT the CPL Board not hold a separate Board Christmas Dinner in 2018 but adjust the Board/Staff Christmas Dinner for Trustees to arrive earlier and recognize Trustee Sahota's years of service on the Board

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

carried

#61 THAT the CPL Board approve a host reception one hour prior to the Staff/Board Christmas Dinner for the Board and Management Team.

- **Moved by Trustee Adams**
- **Seconded by Trustee Sahota**

carried

09 Item Library Board – Political Election Policy

1.03.004 Library Board – Political Elections Policy draft document – received. The following amendment to 'Guidelines for CPL Trustees seeking elected office:' – first line in opening paragraph – remove 'During political election times'

#62 THAT the CPL Board approve the 1.03.004 Library Board – Political Election Policy as amended

- **Moved by Trustee Fisher**
- **Seconded by Trustee Adams**

carried

10 Item Living Legacy Agreement revision

Amended 'Coquitlam Public Library Living Legacy Fund between fund representative: The Coquitlam Public Library and the Coquitlam Foundation – received.

Change to capital and income distribution – fundraising options

#63 THAT the CPL Board send the amended proposal to Coquitlam Foundation as presented

- **Moved by Trustee Fisher**
- **Seconded by Trustee Zarrillo**

carried

11 Item CC Floorplan Revision – update for information (M.Ashdown)

Maryn Ashdown, Director Customer Experiences gave an update and presented the CC Floorplan revision approved by ELT (Executive Leadership Team) on September 18'18.

Note: Entry on Pinetree Way is under discussion

12 Item Old Business

13 Item Service Level Agreement Meeting – feedback & comments

Feedback/Comments: library presentations were well done and prepared; session was positive and productive; overall good session.

ACTION: Invite a member from the City's planning committee to attend either the October or November board meeting.

14 Item Service Level Agreement Committee - recommendation

#64 THAT the CPL Board approve Trustee Hale, Executive Director Gnissios and Deputy Director Harwood with Trustee Whelan as an alternate, be appointed as Library representatives to the Service Level Agreement Working Group.

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

carried

15 Item Financial Plan 2019 – updated new initiative documents

In follow-up discussions with City of Coquitlam Finance the Library was asked to resubmit our

proposals. The attached New Initiative Request proposals have not changed from a cost perspective.

- 15.1 Priority-1-New-Operating-Benefits & MSP increase [REVISED]
- Received

Noted Trustee McBride's concern - In the event the City does not approve the Benefits & MSP increase the Library may request/investigate options with a broker.

- 15.2 Priority-2-New-Operating-Webpage [REVISED]
- Received
- 15.3 Priority-3-New-Operating-Seniors Services [REVISED]
- Received
- 15.4 Budget 2019-5 year Capital Plan [REVISED]
- Received

Approval of Consent Agenda

Items received

16 Item Documents, Reports, Correspondence

- 17 Thank you card re Canada Day, Mayor Stewart
- 18 Library Services Branch Update – M. Martin
- 19 Tri-Cities Children's Charter in Action – September 2018

20 Item Publications/Newsletters:

none

21 Item Board Minutes, Committees & Reports:

- 22 Regular Board Meeting Minutes, July 18, 2018
- 23 Action Issue Log
- 24 Advocacy Committee Update – yearly Events Calendar 2018

25 Item Other Meeting and Representative Reports:

none

26 Item Executive Director's Reports:

- 27 Executive Director Report – September 2018
- 28 Financials to August 2018
- 29 5.08.004 Employee Recognition Policy - revision

#65 THAT the Consent Agenda be received

- **Moved by Trustee Sahota**
- **Seconded by Trustee Adams**

carried

30 Item Action items arising from Consent Agenda

Executive Director’s Monthly Report – (3 items)

Follow-up discussion with a customer arising from a comment form, explained reasoning behind the changes to our service model – meeting went well

Due to the Cottonwood Park closure (2019) the Library Link is searching for alternatives – Director Goffe is having conversations with the City and available options.

InterLINK borrowing stats – expect to see \$5,000 to \$10,000 decrease in annually billing due to circulation improvements.

31 Item Move in-camera

Motion to move in-camera

#66 THAT the CPL Board move in-camera

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

carried

Moved in-camera at 8:10 pm

32 Item In Camera

33 Item Labour Relations Update

34 Item Grant Submission

35 Item In-Camera (Board Only) – no meeting

36 Item Moved out of in-camera at 8:28 pm

Motion to move out of in-camera

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

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

carried

37 Item Adjournment

#68 Motion to adjourn

- **Moved by Trustee Adams**
- **Seconded by Trustee Djonlic**

carried

Adjourned at 8:28 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

October 24, 2018

Board Room

Coquitlam Public Library – City Centre Branch

1169 Pinetree Way, Coquitlam, BC