

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, April 25, 2018 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Erin Adams, Trustee	Matt Djonlic, Trustee (via conference call)
Julie Fisher, Trustee	Alice Hale, Chair
Sandra Hochstein, Trustee	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)

## CALLED TO ORDER

### 01 Item Call to Order

**#26** THAT the meeting be called to order

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

**carried**

Alice Hale, Chair called the meeting to order at 5:45 pm

## EDUCATION SESSION

**02 Item** Conflict of Interest (5:45 pm – 6:22 pm)  
Presentation by Todd Gnissios, Executive Director

### 03 Item Approval of Agenda

**#27** THAT the agenda be received

- **Moved by Trustee Fisher**
- **Seconded by Trustee Hochstein**

**carried**

**04 Item New Business**

05 Item SOFI (Statement of Financial Information) Report 2017

Reviewed and accepted SOFI report as presented

**#28** THAT the CPL Board approve the report as presented

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

**carried**

06 Item Proposal to add TriCities Literacy Committee as Partner for room bookings

The TriCities Literacy Committee is a working group made up various groups which include CPL Librarians. The list of special partners will be incorporated into the revised room bookings policy which will be sent to the Board later this year.

**#29** THAT the CPL Board approve the proposal as presented

- **Moved by Trustee McBride**
- **Seconded by Trustee Fisher**

**carried**

07 Item Approval of TriCities Children's Accord

The Coquitlam Public Library is a long term signatory to this initiative. A partnership including the Province, health, school, municipal and library organizations across the Tri-Cities.

**#30** THAT the CPL Board approves the 2018/19 Tri-Cities Children's Accord and authorizes the Board Chair or designate to sign on behalf of the Library

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

**carried**

Trustee Hochstein agreed to attend event on behalf of the Library on May 10, 2018. Trustee/Councillor Zarrillo will be acting Mayor.

**Note: Trustee/Councillor Zarrillo left at 6:45 to attend a previous commitment**

08 Item TriCities Children's Charter of Rights and Action Plan - received

The Charter and Action Plan were presented to the Board for information as part of the strategic planning process.

**09 Item Old Business**

10 Item City Council Wine & Cheese Event – laydown

The date for the Wine & Cheese Event was changed due to a conflict with Council.  
New date confirmed: Wednesday, June 20, 2018 (6:00 pm start) at the Coquitlam Foundation Room #136 at the City Centre branch. Presented the Board an outline of the evening events including tentative presentation topics – Board in favour

11 Item City of Coquitlam & Library Service Level Agreement – update

Executive Director met with Karen Basi, Cultural Services Manager and is proposing a facilitated half day (possibly full day) session with the Library Board & the Library's Executive Leadership team focused on outlining what the service level agreement should contain. CPL Board requests in advance an agenda including outcomes/plans, expectations, who is attending (City). Board agreed to set time aside at the June Board meeting to prepare.

## Approval of Consent Agenda

### Items received

#### 12 Item Documents, Reports, Correspondence

- 13 Customer Comment form
- 14 CFLA-FCAB's Statement Against the FairPlay Canada Application to Disable On-line Access to Piracy Sites
- 15 Tri-Cities 2018 Economic Profile [LINK]
- 16 Tri-Cities 2018 Economic Infographic [LINK]
- 17 Libraries Branch Update Q1 2018
- 18 IFLA Global Vision Report Summary [LINK]
- 19 Provincial Government Response to the Union of BC Municipalities Resolution B60
- 20 CFLA-FCAB Communique on 2018 Federal Budget
- 21 CFLA-FCAB February 2018 Update
- 22 CFLA-FCAB Communique CPTPP Agreement
- 23 City of Coquitlam – Proximity of Older Adult and Senior Populations to Recreational Facilities

#### 24 Item Publications/Newsletters:

none

#### 25 Item Board Minutes, Committees & Reports:

- 26 Regular Minutes February 28, 2018
- 27 Action Issue Log 2018
- 28 Finance Committee Minutes February 20, 2018
- 29 Finance Committee 2018 Workplan
- 30 Policy Committee February 22, 2018
- 31 Policy Committee 2018 Workplan
- 32 Advocacy Committee Minutes February 21, 2018
- 33 Advocacy Committee 2018 Workplan
- 34 Planning Committee Minutes February 19, 2018
- 35 Planning Committee 2018 Workplan

#### 36 Item Other Meeting and Representative Reports:

- 37 InterLINK Board Meeting minutes
- 38 InterLINK Audited Financial Statement 2017
- 39 InterLINK Report – Trustee Hochstein
- 40 BCLTA March 2018 Bulletin

**41 Item Executive Director's Reports:**

- 42 Executive Director's Report March/April 2018
- 43 Quarterly Statistics to March 31, 2018
- 44 Snapshot Statistics regarding CC Holiday Openings to date
- 45 Financials to March 31, 2018
- 46 Coquitlam Public Library 2017 Audited Financial Statements
- 47 City of Coquitlam 2018 Budget Documents – Library excerpts
- 48 Insurance – 2018/19 Property Policy Summary
- 49 Insurance – 2018/19 Directors & Officers Policy

**#31** THAT the Consent Agenda be received

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

**carried**

**50 Item Action items arising from Consent Agenda**

51 Library Link financial reporting changes

**#32** THAT the CPL Board approve receiving an annual Library Link financial report at the January Board meeting of each year, covering the previous twelve months service period

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

**carried**

52 Executive Director: Quarterly Statistics – comments (Item 43 & 44 documents)  
Item 43 and 44 documents – reviewed. Overall positive outcomes. Seeing a substantial increase and change & usage of collection, visits going up. 'New' statutory holiday opening hours is meeting community demands.

53 Feedback on new agenda format – discussion  
New format is working well – no changes at this time. Education sessions only as required – no session in May

***ACTION ITEM: Add reminder box on agenda of upcoming meeting dates***

**54 Item Moved in-camera at 8:11 pm**

**#33** THAT the CPL Board move in-camera

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

**carried**

55 Item In Camera

56 Item HR Matter – update

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

**58 Item Moved out of in-camera at 8:15 pm**

59 Item Adjournment

**#34** Motion to adjourn

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

**carried**

Adjourned at 8:22 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

May 23, 2018

**Board Room**

**Coquitlam Public Library – City Centre Branch,  
1169 Pinetree Way, Coquitlam, BC**