

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, November 28, 2018 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

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

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

Special Guests: Steve Gauley, Senior Planner, City of Coquitlam  
Leifka Visser, Community Planner, City of Coquitlam

Regrets: Erin Adams, Trustee  
Dave Whelan, Trustee

## CALLED TO ORDER

### 01 Item Call to Order

Alice Hale called the meeting to order at 5:44 pm

#### # 78 Meeting called to order

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

**carried**

### 02 Item Approval of Agenda

#### #79 THAT the agenda be received

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Fisher**

**carried**

### 03 Item Education Session (5:45 pm – 6:25 pm)

City of Coquitlam Planning Presentation. Steve Gauley, Senior Planner and Leifka Visser, Community Planner, City of Coquitlam gave the Board a presentation of 'City Centre Area Plan Update' – 25 year projection. Project page available at: coquitlam.ca/ccap and sign up for email updates

Executive Director is in preliminary discussions with City Facilities on options for Parking level 3 at the City Centre Library branch to address parking needs

***ACTION: Executive Director email Steve Gauley requesting contact for Fraser Mills planning***

Board debriefed following presentation. Board finds value in future sessions with City Planning Presentations and interested in other development areas: Burquitlam, Burke Mountain, Fraser Mills.

***ACTION: Alice Hale, Chair contact 'Beedie' and request a 'City Planning Development' presentation at a future board meeting – Board in favour***

**04 Item New Business**

05 Item Audit Document Required – Declaration of Related Party Transactions form

Received information document and provided the Board and Key Management personnel declarations for completion by February 4, 2019 – week of audit.

***ACTION: Follow-up with Trustees Adams and Whelan at January board meeting to complete the Declaration of Related Party Transactions form.***

06 Item Building Operating Lease Agreements – one year extension

Agreements (Poirier and City Centre branches) expire at the end of 2018 and City intends to negotiate new leases at the same time as negotiating service level agreements in 2019.

**#80** THAT the CPL Board approves extending the current Building Operating Agreements for City Centre Branch Library and Poirier Branch Library until December 31, 2019, and authorizes the Executive Director to sign on the Board's behalf.

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

**carried**

**07 Item Old Business**

08 Item City Council Inauguration Board Representatives – attendees

Trustees Hochstein & Djonlic attended inauguration.

09 Item Business Excellence Awards Luncheon- attendance

Trustees Whelan and Fisher attended event along with several CPL staff. Trustee Whelan accepted the Not for Profit of the Year nomination certificate on behalf of the Library.

10 Item BC Chamber Kickstart event – update

Trustee/Chair Hale attended event. Executive Director gave a speech to a sold-out event. Positive feedback and a great opportunity to raise the libraries profile.

11 Item Board/Staff Awards Dinner – feedback

On behalf of the Board, thank you Silvana, Sandra and Board/Staff Christmas Awards committee for a successful event. The Board is all in favour to make this an annual event.

***ACTION: Book event/venue for next year (2019)***

The Board recognized and thanked Trustee Sahota for his five years of service and dedication. Trustee Sahota's term ends December 31, 2018

12 Item 2016 to 2018 Strategic Plan – update

Laydown accepted. Executive Director gave a PowerPoint presentation on the 'Goals and Objectives' – goals met and accomplishments.

***ACTION: Post accomplishments (highlights) – PDF Report online***

**Approval of Consent Agenda**

**Items received**

**13 Item Documents, Reports, Correspondence**

- 14 Request to authorize the Legion Poppy Fundraising Campaign
- 15 BCLTA Update October 2018 [LINK]
- 16 Thank you – Douglas College students

**17 Item Publications/Newsletters:**

- 18 New to BC – Immigration Demographics Coquitlam 2018

**19 Item Board Minutes, Committees & Reports:**

- 20 Regular Board Meeting Minutes, October 24, 2018
- 21 Action Issue Log

**22 Item Other Meeting and Representative Reports:**

None

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

- 24 Executive Director Report – November 2018
- 25 Financials to October 2018
- 26 Cash flow to year end 2018
- 27 2018 Year End Financial adjustments (Motions pulled out for discussion)
- 28 Capital Reserve history of transactions to December 31, 2017

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

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

29 Item Action items arising from Consent Agenda

- Trustee McBride commented on the diligent financial reporting and pleased with cash flow document
- New to BC stats – interesting and useful information
- MDI (Young people on a social level) – Board is interested and would like to see future reports

30 Item Motion 1: Computer Equipment Sustainability – motion to move \$85,000 to capital reserve

Received and reviewed year-end financial motions 1, 2, 3 & 4

**#82** THAT the CPL Board approves the transfer of \$85,000 operating funds to the Computer Equipment Sustainability Fund capital reserve on December 31, 2018

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

carried

31 Item Motion 2: Furniture (operating budget) – motion to put remainder into capital reserve

**#83** THAT the CPL Board approves the creation of a Furniture Capital Reserve, and moving all remaining dollars in the TCA Furniture & Equipment budget line to the Furniture Capital Reserve as of December 31, 2018

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

carried

32 Item Motion 3: Furniture (one time grant) – motion to defer revenue

**#84** THAT the CPL Board approves treating the \$151,000 one-time furniture grant as deferred revenue in 2018, to be expended in 2019

- **Moved by Trustee Zarrillo**
- **Seconded by Trustee Djonlic**

carried

33 Item Motion 4: Security (one time) – motion to move money from capital reserve to cover expenditures in 2018

**#85** THAT the CPL Board approves the transfer of up to \$8,414 from the Security Equipment grant capital reserve to cover the 2018 TCA computer expenditure, the collapse of the Security Equipment Capital Reserve, and the movement of all

remaining amounts to the unrestricted reserve, if any

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

**carried**

34 Item Council Report – City Councillor/Trustee Zarrillo

- City council approved Boards recommendation to appoint Steve Leung, Trustee
- Council representative to the CPL Board yet to be determined

Friends and InterLink reporting added to agenda

34a Item Friends of the Library – Trustee Djonlic

- AGM – Asrar appointed President of Friends of the Library
- Working on generating new memberships (Todd and Silvana will meet with Asrar to discuss needs and ways to assist)
- Quiz Night – confirmed for April 12, 2019 at the City Centre Branch

34b Item InterLINK – Trustee Hochstein

- Trustee Hochstein will prepare a written report and share it with the Board – items arising at the InterLink meeting
- Some issues with project LEAD program – will be followed up in a document

**35 Item Move in-camera**

Motion to move in-camera

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

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

**carried**

**Moved in-camera at 8:01 pm**

**36 Item In Camera**

37 Item Labour Relations Update

*Five minute recess at 8:14 pm following in-camera (Board only)*

**38 Item In-Camera (Board only)**

39 Item HR Committee Update

Motion to move out of in-camera

**#87** THAT the CPL Board move out of in-camera

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

carried

**#88** THAT the CPL Board approve the Board Human Resources committee's 2018 Executive Director's salary review report and recommendation

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

carried

40 Item Adjournment

**#89** Motion to adjourn

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

carried

Adjourned at 8:54pm

\_\_\_\_\_  
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  
 January 23, 2019  
**Board Room**  
**Coquitlam Public Library – City Centre Branch**  
**1169 Pinetree Way, Coquitlam, BC**