

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, January 23, 2019 in the Board Room, Coquitlam Public Library, 1169 Pinetree Way, Coquitlam, BC

Erin Adams, Vice Chair	Matt Djonlic, Trustee
Julie Fisher, Trustee	Alice Hale, Chair
Sandra Hochstein, Trustee	Steve Leung, Trustee
Brian McBride, Treasurer	Dave Whelan, Trustee
Councillor Chris Wilson	

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

CALLED TO ORDER

01 Item Call to Order

Todd Gnissios, Executive Director called the meeting to order at 5:47 pm

02 Item Welcome and Introductions of 2019 Board Trustees

New Trustees: Councillor Chris Wilson, & Steve Leung

Todd Gnissios welcomed new trustees. Roundtable introductions – all Trustees and Management

03 Item Approval of Agenda

#01 THAT the agenda be received

- **Moved by Trustee Adams**
- **Seconded by Trustee Hochstein**

carried

04 Item Review of Board Committees & Appointments

Document received and reviewed

- 05 Item Review and Approve Standing Committee Terms of Reference - Documents**
05-01 TOR – Finance and Audit Committee – received
05-02 TOR – Policy and Governance Committee – received
05-03 TOR – Advocacy and Fund Development Committee – received
05-04 TOR – Planning and Development Committee – received
05-05 TOR – Human Resources Committee – received

#02 THAT the CPL Board approve the Board’s standing committees Terms of Reference with direction to the committees to review at their first meeting in 2019

- **Moved by Trustee McBride**
- **Seconded by Trustee Hochstein**

carried

Trustee Fisher joined the meeting at 6:05 pm

06 Item Board Elections for 2019
Election of Officers

- (i) Election of Chair
Nominations for Chair were called three times:
- Trustee Djonlic nominated Trustee Hale
 - Seconded by Trustee Adams
 - Nomination accepted by Trustee Hale
- No further nominations received

Trustee Hale acclaimed as Chair of the Library Board of Trustees for 2019

Executive Director Gniissios transferred meeting chair to Trustee Hale

Board Chair took over presiding of meeting

Board meeting caucused for Board group photo 6:10 pm – 6:30 pm

07 Item Elections continued:

- (ii) Election of Vice-Chair
Nominations for Vice-Chair were called three times:
- Trustee Whelan nominated Trustee Adams
 - Seconded by Trustee McBride
 - Nomination accepted by Trustee Adams
- No further nominations received

Trustee Adams acclaimed as Vice-Chair of the Library Board of Trustees for 2019

- (iii) Election of Treasurer
Nominations for Treasurer were called three times:
- Trustee Whelan nominated Trustee McBride
 - Seconded by Trustee Djonlic
 - Nomination accepted by Trustee McBride

No further nominations received

Trustee McBride acclaimed as Treasurer of the Library Board of Trustees for 2019

(iv) Election of Board Committee members for 2019:

1. Finance & Audit Committee
Trustees Hale, McBride & Leung
2. Human Resources Committee
Trustees Hale, Adams, McBride and Whelan
3. Policy and Governance Committee
Trustees Hale, Djonlic and Fisher
4. Advocacy and Fund Development
Trustees Hale, Adams, Djonlic and Fisher
5. Planning and Development
Trustees Hale, Hochstein, Whelan and Wilson

(v) Election of Board Representatives for 2019

1. InterLINK Representative & alternate
 - Trustee Hochstein (no change from previous year)
 - Trustee Whelan as alternate
2. BCLTA Representative
 - Trustee Hochstein volunteered (change from previous year)
3. Friends of the Coquitlam Public Library Representative and alternate
 - Trustee Djonlic volunteered (no change from previous year)
 - Trustee Whelan as alternate
4. City of Coquitlam Arts and Culture Committee Representative
City appointed Todd Gnissios, Executive Director

CPL Board accepts Executive Director Gnissios appointment by the City to be representative to the City of Coquitlam Arts and Culture Committee - Agreed

08 Item New Business

09 Item 2019 – Board Meeting Schedule
– Received

Following dates modified:

- April 24 moved to April 17

- May 22 moved to May 29

#03 THAT the CPL Board approve the modified Annual Meeting schedule & events

- **Moved by Trustee McBride**
- **Seconded by Trustee Hochstein**

carried

10 Item 2019 – Schedule of Closures – for information only
- Received

11 Item 2019 – Executive Director Reporting & Information schedule – for information only
- Received

12 Item 2019 – Board & Executive Contact Information
- Received
Upon receiving revisions a revised document will be included in February Board meeting

13 Item 2019 – Board Committees – schedule of inaugural meetings
- Received
Finance & Audit and Policy & Policy & Governance committee meetings confirmed. Executive Director will send out a ‘Doodle’ to confirm dates for the Advocacy & Fund Development and Planning & Development committee meetings.

14 Item 2019 – Signing Officers

#04 THAT the CPL Board Chair, Vice-Chair, Treasurer, and CPL Executive Director and Deputy Director be made the signing authorities for CPL, where all cheques must be signed by two people one of two staff and one of three Board Trustees

- **Moved by Trustee Whelan**
- **Seconded by Trustee Adams**

carried

15 Item Motion re Federal Infrastructure Grant Application Funding
- Document outlining process received

Trustee Djonlic declared a conflict of interest and removed himself from them meeting at 7:15 pm

The ‘Technology Centre’ is part of the 2019-2021 Strategic Plan

#05 THAT the Library staff submit an application for grant funding for the Coquitlam Public Library Community Technology Centre through the *ICIP – Community, Culture, and Recreation Program*; and THAT the Library Board supports the project and commits up to \$150,000 as its share of the estimated \$450,000 project

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

carried

Trustee Djonlic returned to meeting at 7:26 pm

- 16 Item City of Coquitlam Archives – Grand Opening
 - Formal invitations received by Trustees for the January 30, 2019 Grand Opening of the City’s Archives
- 17 Item Old Business**
- 18 Item Budget Presentation to City Council, January 22, 2019
 - Received copy of the presentation. On behalf of the Board – thank you for a very good presentation.
- 19 Item Budget 2019 – deferred until City Grant approval received
 - Copy of letter received. After the budget is approved, subsequent quarterly payments will include adjustments to reflect the approved 2019 grant in the spring.

Approval of Consent Agenda

Items received

- 20 Item Documents, Reports, Correspondence**
 21 Comment Card re Story times and puppet shows
 22 Comment Card re Poirier Environment
 23 BCLTA Bulletin - December
 24 CFLA Update - Fall
 25 Letter of thanks – B.Zarrillo
 26 Letter of thanks – N. Sahota
 27 Thank you note form K. Marino
- 28 Item Publications/Newsletters:**
 None
- 29 Item Board Minutes, Committees & Reports:**
 30 Regular Board Meeting Minutes, November 28, 2018
 31 Action Issue Log 2018
 32 Action Issue Log 2019
 33 HR Committee, December 11, 2018 (in-camera minutes)
- 34 Item Other Meeting and Representative Reports:**
 35 InterLINK representative report
 36 Friends representative report
- 37 Item Executive Director’s Reports:**
 38 Executive Director Report – January 2019
 39 Financials to November 2018
 40 Financials to December 2018

41 Library Link Financials January to December 2018

#06 THAT the consent agenda be received

- **Moved by Trustee Hochstein**
- **Seconded by Trustee Adams**

carried

42 Item Action items arising from Consent Agenda

- BCLTA: reviewed BCLTA and Values; Trustee Orientation Program; Reconciliation Report and Recommendations [LINK]
- Executive Director Report: Coqlibrary APP launch, January 24'19 – all welcome; staff vacancies – leadership team is working through organization needs in planning for replacements and new roles required; attended Morguard 30 year plan and the impact at City Centre; major tech failure in December (down 2.5 days) – full report coming with mitigation process/strategy;
- Reviewed Financials to November and December pre-audit (laydown) - received

43 Item Council Report – City Councillor/Trustee Wilson
Recommend the staff, trustees speak and advocate for the library

44 Item Move in-camera

Motion to move in-camera

#07 THAT the CPL Board move in-camera

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

carried

Moved in-camera at 8:10 pm

45 Item In Camera

46 Item Labour Relations Update

Five minute recess following in-camera

47 Item In-Camera (Board only)

48 Item Human Resources Committee

Motion to move out of in-camera

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

- **Moved by Trustee Hochstein**
- **Seconded by Trustee Leung**

carried

49 Item Move out of in-camera

#09 THAT the CPL Board hire an external compensation consultant, Kathy Sainas, for the purposes of conducting a Total Remuneration survey and providing the Board with a report of comparable Library Executive Director Total Remuneration, not to exceed \$3,000.

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

carried

50 Item Adjournment

#10 Motion to adjourn

- **Moved by Trustee Adams**
- **Seconded by Trustee Wilson**

carried

Adjourned at 8:40 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

February 27, 2019

Board Room

Coquitlam Public Library – Poirier Branch

575 Poirier Street, Coquitlam, BC