

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, February 27, 2019 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Matt Djonlic, Trustee	Julie Fisher, Trustee
Alice Hale, Chair	Sandra Hochstein, Trustee
Steve Leung, Trustee	Brian McBride, Treasurer
Dave Whelan, Trustee	Councillor Chris Wilson (5:48 pm – 7:05 pm)

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

Guest: Jay Peters, Manager Marketing & Communications

Regrets: Erin Adams, Trustee

## **CALLED TO ORDER**

### **01 Item Call to Order**

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

THAT the meeting be called to order

### **02 Item Approval of Agenda**

**#11** THAT the agenda be received

- **Moved by Trustee McBride**
- **Seconded by Trustee Whelan**

**carried**

### **03 Item Education Session: Marketing – Library Personas**

Jay Peters presented to the Board a power-point presentation on Library Personas – what are they; why we use personas; project background (mandate); process; Quantitative and Qualitative Data; Results and going forward.

### **04 Item New Business**

05 Item Provincial Report 2018

Document received

Recommended revision: Re-wording in paragraph 3, page 2 of report.

**#12** THAT the CPL Board approve the 2018 Provincial Report with changes

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Hochstein**

**carried**

06 Item Discussion on Committee Structure and Board Priorities – Alice Hale, Chair

- Discussed future structure and priorities, work toward and develop a plan.
- September Retreat – create a plan for 2020. Discuss and share ideas - Board involvement as a whole. Opportunity to include the 'Friends' and get involved.
- Important for the Board to get involved and be a part of the City's Planning Department.
- Learn about engagement and advocacy. Planning and Advocacy committee will continue to discuss structure & priorities at these meetings

07 Item Inclement Weather Closure Process  
Report received.

- Logistics/approach in determining Library Branch closures
- Trustee McBride accepts this as part of library operations and decision is left with the Executive Director

08 Item Kickin-It Country, Coquitlam Foundation Fundraiser – April 26

- Trustees interested in attending contact Office Manager Haluk for tickets

**09 Item Old Business**

No old business

### **Approval of Consent Agenda**

#### **Items received**

**10 Item Documents, Reports, Correspondence**

- 11 Libraries Branch, Budget Update
- 12 Vantage Point, Podcast – Emerging Trends in Digital Fundraising [LINK]
- 13 Press Release – Winnipeg Library – implementing security screening system
- 14 Press Release – BCLA Announcement re CUPE support for SRC 2019
- 15 Customer Comment – re local author support
- 16 Press Release – City of Coquitlam, Survey Says Coquitlam Residents Highly Satisfied
- 17 3030 Gordon Emergency Shelter Task Force, Summary Report
- 18 Certificate of Appreciation – Suzanne L.
- 19 Invitation to CPL Orientation: Councillor S. Kim
- 20 Invitation to CPL Orientation: Councillor T. Mandewo
- 21 Development Proposal, 1175 Pinetree Way & 3028 Glen Drive

**22 Item Publications/Newsletters:**

- 23 BCLTA, January 2019 Bulletin
- 24 BC Library Partners Update, January 2019

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

- 26 Regular Board Meeting Minutes, January 23, 2019
- 27 Action Issue Log 2019
- 28 HR Committee Meeting [no minutes], February 20, 2019
- 29 Policy Committee Meeting minutes [DRAFT], February 11, 2019
- 30 Policy Committee 2019 Workplan
- 31 3.10 Privacy Policy [revised]
- 32 Finance Committee Meeting minutes [DRAFT], February 19, 2019
- 33 Finance Committee 2019 Workplan
- 34 2019 Meeting Schedule Revised
- 35 2019 Board Committees
- 36 2019 Board and Executive Contact Information [Revised]

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

- 38 InterLINK representative report
- 39 Draft Minutes of InterLINK Board Meeting, February 19, 2019
- 40 Friends representative report

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

- 42 Executive Director Report – February 2019
- 43 Financials to January 2019 [Draft]

44 Item Action items arising from Consent Agenda

- Item 32 Finance Committee Meeting minutes [DRAFT], February 19, 2019 – revisions to Item 08, bullet 3 **Amount is in unrestricted surplus, but, set aside for the purposes of dissolution** and bullet 4 **Confirmed verbally with Auditor's that there is no requirement**
- 'Friends' Trivia Night, April 12, 2019 – purchase Board table
- Director's Report – in addition:
  - Fraud Investigation complete and funds fully reimbursed. Executive Director Gniissios commends Office Manager Haluk and Accountant Maddalozzo for catching the fraud activity early and working diligently to resolve it.
  - City of Coquitlam - 2019 Five-Year Financial Plan By-law

**ACTION: Executive Director send 2019 Five-Year Financial Plan By-law to Board Trustees**

**#13** THAT the consent agenda be received

- **Moved by Trustee Fisher**
- **Seconded by Trustee Leung**

**carried**

45 Item Finance and Audit Committee, motion to approve Audited Financial Statements for 2018 – Trustee McBride

The audit went very smoothly and resulted in a 'clean' audit.

On behalf of the Board, I would like to thank and commend Office Manager Haluk and Accountant Maddalozzo for their excellent work and preparing and providing documents to the KPMG auditor's in a timely manner.

The Finance and Audit Committee recommends that the CPL Board approve the 2018 Audited Financial Statements

**#14** THAT the CPL Board approve the 2018 Financial Statements as presented

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

**carried**

46 Item Council Report – City Councillor/Trustee Wilson

- Budget Presentation – very good
- Recommend the staff, trustees speak and advocate for the library – continue pushing CPL needs for ‘new’ libraries, e.g. Fraser Mills development
- Trustee Hale & Executive Director meeting with Beedie Development first week in March – advocacy

**47 Item Move in-camera**

**Moved in-camera at 7:47 pm**

**48 Item In Camera**

49 Item City of Coquitlam Budget update

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

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

**carried**

*Five minute recess following in-camera*

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

51 Item Human Resources Committee

**52 Item Move out of in-camera (Board only)**

53 Item Motion to move out of in-camera (Board only)

**#16** THAT the CPL Board move out of in-camera (Board only)

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

**carried**

54 Item Adjournment

**#17** Motion to adjourn

- **Moved by Trustee Fisher**
- **Seconded by Trustee Leung**

**carried**

Adjourned at 8:18 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

April 17, 2019

**Board Room**

**Coquitlam Public Library – City Centre Branch**

**1169 Pinetree Way, Coquitlam, BC**