



REGULAR BOARD MEETING MINUTES

Wednesday, October 23, 2024

Poirier Branch, Program Room

Dinner 5:30 pm | Presentation: 5:45 | Meeting 6:00 pm

Guest: Isabel Dos Santos

Presentation: Collections Lifecycle: E-resources

Present:	Jackie Gorton	Raymond Lee
	Neal Nicholson	Matt Djonlic
	Fiona McQuarrie	Cindy Mark [virtual]
	Kimberly Sivak	

Regrets: Steve Leung
Monica Heir

Observers:	Janet Matsumoto	Halina Fesenko
	Donna Clark-MacMurchy	Vanessa Colantonio
	Debbie Jaska	Ann Johannes
	Mavis Quek	

Agenda Item

1. Call to Order (Chair Gorton)
 - Called to order at 6:14 pm

2. Approval of Agenda
 - #01 Motion to approve agenda**
 - Moved by Trustee Sivak**
 - Seconded by Trustee McQuarrie**
 - Carried**

3. Territorial Acknowledgement (standing item)

'We acknowledge with gratitude and respect that the name Coquitlam was derived from the hənq̓əmiṇəm (HUN-kuh-MEE-num) word kʷikʷəłəm (kwee-KWET-lum) meaning "Red Fish Up the River". The Coquitlam Public Library is honoured to be located on the kʷikʷəłəm (kwee-KWET-lum) traditional, ancestral and unceded lands, including those parts that were historically shared with the q̓iç əy' (kat-zee), and other Coast Salish Peoples.'

4. Motion to Move In-Camera
 - #02 Motion to move in camera at 6:15 pm**
 - Moved by Trustee Nicholson**
 - Seconded by Trustee Lee**
 - Carried**

5. Presentation: Library Services and Spaces Strategy [Leila Todd and Ted Ulrich]

6. Motion to Move Out of In-Camera

#03 Motion to move out of in camera at 6:58 pm

Moved by Trustee McQuarrie

Seconded by Trustee Lee

Carried

[Break 6:58 pm – 7:06 pm]

Priorities

7. Welcome to Erin Watkins, Director Public Services [ED Goffe]

- Introductions

8. Update: Budget Presentation [ED Goffe & Chair Gorton]

- Presented to council today; went well

9. Information: Board Council Social Update [ED Goffe]

- This event takes place tomorrow; updated talking points are in the consent agenda

10. Approve: Update Signing Authority to Include Director Watkins

#04 That the CPL Board Chair, Vice-Chair, Treasurer and CPL Executive Director, Deputy Executive Director, and Director Public Services be made the signing authorities for CPL

Moved by Trustee Gorton

Seconded by Trustee Sivak

Carried

Regular Business

11. Review: ED Report- October 2024 [ED Goffe]

- Reviewed

12. Information: Board and Management Holiday Event [ED Goffe]

- Date and venue confirmed

13. Information: Quarterly Statistics (Q3) [Deputy Director Jamieson]

- Customer traffic stable; collection usage is up
- Summer vacation and pause of Mother Goose program affected Program Participation
- Data measurements are compatible; digital collection tracking still a challenge
- Investigating decrease in computer Wi-Fi

14. Approve: Trustee Recruitment 2025 Recommendations [Chair Gorton]

#05 Motion to accept the Adhoc Recruitment's Committee's recommendation to reappoint: Monica Heir, Raymond Lee, Steve Leung, Kimberly Sivak

Moved by Trustee Gorton

Seconded by Trustee Nicholson

Carried

CONSENT AGENDA

Board Minutes, Committees & Reports

- 15. 2024 – Action Issue Log
- 16. Regular Board Meeting Minutes, Sept 25, 2024
- 17. Executive Committee Meeting Minutes, Sept 18, 2024
- 18. FA Committee Meeting Minutes, n/a
- 19. Advocacy Meeting Minutes, May 1, 2024 (approved by Email Oct 4/24)
- 20. Policy Committee Meeting Minutes, n/a
- 21. HR Committee Meeting Minutes, Sept 18, 2024

Executive Director’s Monthly Reports

- 22. Financials, n/a

Other Meeting and Representative Reports

- 23. Cultural Services Advisory Committee Representative Report, n/a
- 24. BCLTA Representative Report, Upcoming BCLTA Sessions
- 25. Information: Advocacy Talking Points [ED Goffe]

Documents, Reports, Correspondence

- 26. [Approved] 2.01 Library Code of Conduct
- 27. Approve: 2025 Holiday Hours
- 28. Information: KPMG Auditor Engagement Letter

**#06 Motion to approve consent agenda; pulling out Item 15 and Item 28 for discussion
Moved by Trustee Lee
Seconded by Trustee McQuarrie
Carried**

29. Action Items Arising from Consent Agenda

- Item 15
 - **ACTION: Correct typos in action issue log**
 - Reviewed items 1, 2, 4
 - Item 9 – Risk Register
 - **ACTION: Board would like to be included in the exercise**
- Item 28
 - Request for FA Committee to meet with KPMG prior to signing Auditor Engagement Letter to reinforce CPL’s separate client status and fiduciary role
 - Recommend FA Committee participation in future procurement processes

**#07 Motion to have FA Committee meet with KPMG prior to signing Auditor Engagement Letter
Moved by Trustee Nicholson
Seconded by Trustee Gorton
Carried**

30. InterLINK Representative Report– verbal report [Trustee Nicholson] -meeting Sep 24’24

- Minutes from the meeting read; no reportable information
- Looking forward to the InterLINK finance committee meeting

31. Council Report – City Councillor/Trustee - Verbal Report

- Inflationary pressures easing; higher utility budget expected this year

32. Motion to Move In-Camera
#08 Moved in camera at 7:40 pm
Moved by Trustee McQuarrie
Seconded by Trustee Nicholson
Carried

33. Information: Labour Relations Update

34. Information: Meeting Room Usage

35. In Camera (Board only) at 8:13 pm


36. HR Committee Update

37. Motion to Move Out of In-Camera
#09 Moved in camera at 8:28 pm
Moved by Trustee Sivak
Seconded by Trustee Nicholson
Carried

38. Adjournment
#10 Moved in camera at 8:28 pm
Moved by Trustee Sivak
Seconded by Trustee Lee
Carried

Next Regular Board Meeting:

DATE: November 27, 2024
PLACE: Poirier Branch, Program Room
TIME: Dinner 5:30 pm; Presentation 5:45 pm; Meeting 6:00 PM



Anthea Goffe, Secretary to the Board

Date Signed: Jan. 21, 2025



Jackie Gorton, Chair Library Board

Date Signed: Jan 22/25