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REGULAR BOARD MEETING MINUTES
WEDNESDAY, APRIL 24, 2024
CITY CENTRE BRANCH, BOARD ROOM, COQUITLAM, BC
Dinner 5:30 pm | Meeting 6:00 pm

Present:

Jackie Gorton (Chair)	Cindy Mark (Trustee)
Raymond Lee (Vice Chair)	Monica Heir (Trustee) [virtual]
Steve Leung (Treasurer)	Anthea Goffe (Executive Director)
Fiona McQuarrie (Trustee) - virtual	Ryan Jamieson (Deputy Executive Director)
Neal Nicholson (Trustee)	Lily Vukasovic (Minute Taker)
Kimberly Sivak (Trustee)	

Regrets: None

Guests: None

Presentation: None

Agenda Item

1. Call to order (6:04 pm) [Chair Gorton]
2. Approval of Agenda
#01 Approval of Agenda
Moved by Trustee Nicholson
Seconded by Trustee Mark
Carried
3. Territorial Acknowledgement (standing item)
'We acknowledge with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmi̓nəm̓ (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 traditional and ancestral lands, including those parts that were historically shared with the q̓íc̓ ay' (kat-zee), and other Coast Salish Peoples.'
- Priorities**
4. Information: 2023 Report to the Community (Draft) [ED Goffe]
 - Reviewed; ED Goffe will inform staff that 'Team Well Being and Culture' is not a public facing goal, which is why it isn't mentioned in the report
5. Approve: SOFI 2023 [ED Goffe]
#02 Motion to approve the SOFI 2023 Report as presented
Moved by Trustee Gorton
Seconded by Trustee Leung
Carried

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6. Approve: 1.08.000 Whistleblower Policy [ED Goffe]
- Recommended that the Policy Committee Meeting review this policy based on feedback from Trustees
- ACTION: Once finalized, the Board policies will be distributed to the staff

7. Discussion: 2024 Board Council Meetings [Trustee Sivak]
- Reviewed 4 'touch points' with the City
 1. Annual delegation (can be booked any time)
 2. Budget presentation
 3. Board Council Social Event
 4. Buddy-Councillor coffee chats
 - Good idea to do yearly 'check in' with councillors
 - The conversation should be interactive, and encompass gathering the perspectives and perceptions of councillors regarding library services
 - Trustee Mark will send out board buddy list; send out talking points (1/2 page)

Regular Business

8. Information: Director's Report, April 2024 [ED Goffe]
- Reviewed
9. Information: Quarterly Statistics Report, Jan to Mar [Deputy ED Jamieson]
- Reviewed

CONSENT AGENDA

#03 Motion to approve the consent agenda; pulling out item 20

Moved by Trustee Sivak

Seconded by Trustee Djonlic

Carried

Board Minutes, Committees & Reports

10. Regular Board Meeting Minutes, February 28, 2024
 11. Special Meeting of the Board Minutes, Mar'18, 2024
 12. Special Meeting of the Board Minutes, Apr'17, 2024
 13. 2024 – Action Issue Log
 14. Executive Committee Meeting Minutes, Feb 21'24
 15. FA Committee Meeting Minutes, Feb 21'24
 16. FA Committee Meeting Minutes, Feb 29'24
 17. Advocacy Meeting Minutes, Sept 7'23
 18. Revised: Advocacy Committee TOR
 19. Policy Committee Meeting Minutes, Feb 6'24
- #### **Executive Director's Monthly Reports**
20. Information: Financials to February 2024
- #### **Other Meeting and Representative Reports**
21. Cultural Services Advisory Committee Representative Report, April 4'24
 22. BCLTA Representative Report (n/a)
 23. InterLINK Representative Report {n/a}

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Documents, Reports, Correspondence

24. Approved: 2023 Audited Financial Statement
25. Signed: Management Letter March 18'24
26. Signed: CPL Statement of Financial Position 2023
27. Information: Preliminary 2025 Capital and Operating Funds Request [ED Goffe]

- Item 20: Financial to February 2024
ACTION: Senior Accountant will reformat the financial documents to make them suitable for Board review

28. Action Items Arising from Consent Agenda
29. InterLINK Representative Report, Apr 4'24 – verbal report [Trustee Nicholson]
 - Trustee Nicholson reviewed highlights
30. Council Report – City Councillor/Trustee – Verbal Report
 - Councillor Djonlic summarized current developments with the City
31. Motion to Move In-Camera
#05 Motion to move in-camera at 7:06 pm
Moved by Trustee Nicholson
Seconded by Trustee Lee
Carried
32. Information: Labour Relations Update
33. Information: Update on IT
34. Information: Preliminary 2024 Capital and Operating Funds Request [ED Goffe]
35. In Camera [Board Only] at 8:03 pm
36. HR Committee Update
37. Motions to Move Out of In-Camera
#06 Motion to out of in-camera at 8:07 pm
Moved by Trustee Leung
Seconded by Trustee Djonlic
Carried
38. Adjournment
#07 Motion to adjourn at 8:09 pm
Moved by Trustee Sivak
Seconded by Trustee Leung
Carried

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Anthea Goffe

Anthea Goffe, Secretary to the Board

Date Signed: June 4, 2024

Jackie Gorton

Jackie Gorton, Chair Library Board

Date Signed: June 26/24