

**REGULAR BOARD MEETING MINUTES**

**WEDNESDAY, FEBRUARY 28, 2024**

**POIRIER BRANCH, PROGRAM ROOM, COQUITLAM, BC**

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

**Present:**

Jackie Gorton (Chair)

Raymond Lee (Vice Chair)

Steve Leung (Treasurer)

Fiona McQuarrie (Trustee)

Neal Nicholson (Trustee)

Kimberly Sivak (Trustee)

Cindy Mark (Trustee)

Monica Heir (Trustee) [virtual at ??? pm]

Anthea Goffe (Executive Director)

Gordana Rauski (Director Operations)

Ryan Jamieson (Deputy Executive Director)

Lily Vukasovic (Minute Taker)

**Regrets:** None

**Guests:** Ted Ulrich, Saarah Arkoulis, Project Manager, Leila Todd, Project Manager

**Presentation:** Ted Ulrich

**Agenda Item**

1. Call to order (6:01 pm) [Chair Gorton]

2. Approval of Agenda

**#01 Approval of Agenda**

**Moved by Trustee Nicholson**

**Seconded by Trustee Sivak**

**Carried**

3. Land Acknowledgement (standing item)

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

4. Presentation: North East community Centre Library Planning [Ted Ulrich]

- Presentation ended at 6:29 pm (guests left meeting)

**Priorities**

5. Information: 2023 Audit Update [ED Goffe]

- Clean audit; reviewed by FA Committee tomorrow night

6. Approve: Policy 1.06.000 – 1.06.007 [ED Goffe]

**#02 Motion to approve policy 1.06 as presented**

**Moved by Trustee Nicholson**

*We create joy in discovery, foster inclusion, and promote knowledge by providing innovative experiences, spaces, and services*

**Seconded by Trustee Lee**  
**Carried**

7. Approve: 2023 Provincial Public Library Grant Report [ED Goffe]  
**#03 Motion to approve the report as presented**  
**Moved by Trustee Mark**  
**Seconded by Trustee McQuarrie**  
**Carried**

#### **Regular Business**

8. Information: Director's Report, February 2024 [ED Goffe]
9. Information: Strategic Plan Progress 2024 [ED Goffe]
  - **ACTION: Board would like update on new payroll system implementation**
10. Information: 2023 Annual Statistics Report [Deputy ED Jamieson]
  - **ACTION: Collection Analyst will do a presentation on the work she has been doing**
11. Information: Risk Register [Deputy ED Jamieson]
  - Purpose of the Risk Registry exercise is to examine the situation from a broad perspective
  - **ACTION: This report will be done annually and presented to the Board each February**

#### **CONSENT AGENDA**

- #04 Motion to approve the consent agenda – pull items 21**  
**Moved by Trustee Mark**  
**Seconded by Trustee Lee**  
**Carried**

#### **Board Minutes, Committees & Reports**

12. Regular Board Meeting Minutes, January 24, 2024
13. 2024-Action Issue Log
14. Updated: 2024 Library Board Annual Meeting and Reporting Schedule
15. Revised: Executive Committee Terms of Reference [February 2024]
16. Revised: HR Committee Terms of Reference [February 2024]
17. Executive Committee Meeting Minutes – November 15'23
18. Policy Committee Meeting Minutes – November 7'23
19. HR Committee Meeting Minutes – November 13'23
- Executive Director's Monthly Reports**
20. Information: Financials to December 2023
- Other Meeting and Representative Reports**
21. Cultural Services Advisory Committee Representative Report, Feb 8'24
22. BCLTA Representative Report (n/a)
- Documents, Reports, Correspondence**
23. Information: Canadian Federation of Library Associations
24. Information: CPL-City of Coquitlam Library Link – Vehicle Lease [Fully Executed]
25. Information: Board Committee Structures 2024 [FINAL]
26. Information: Directors' and Officers' Policy 2024

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Item 21. Cultural Services Advisory Committee Representative Report

- Fraser Mills has begun development; the community centre primarily serves as a recreation facility with no room for a library
- The Library Link will incorporate this community into its routes

27. Action Items Arising from Consent Agenda

28. InterLINK Representative Report, Feb 27'24 – verbal report [Trustee Nicholson]

29. Council Report – City Councillor/Trustee – Verbal Report

- Library Link Launch was good; currently working on capital planning

30. Motion to Move In-Camera

**#05 Motion to move in-camera at 7:50 pm**

**Moved by Trustee Leung**

**Seconded by Trustee Djonlic**

**Carried**

31. Information: Labour Relations Update

32. In Camera [Board Only] at 8:05 pm

33. HR Committee Update

34. Motions to Move Out of In-Camera

**#06 Motion to out of in-camera at 8:34 pm**

**Moved by Trustee Nicholson**

**Seconded by Trustee Sivak**

**Carried**

Item 31: Labour Relations Update

- **ACTION: Send updated organizational chart to the Board**

35. Adjournment

**#07 Motion to adjourn at 8:48 pm**

**Moved by Trustee Leung**

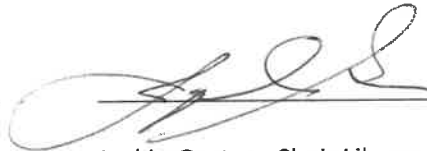
**Seconded by Trustee Djonlic**

**Carried**



Anthea Goffe, Secretary to the Board

Date Signed: Apr. 18, 2024



Jackie Gorton, Chair Library Board

Date Signed: Apr. 19/24

