



**REGULAR BOARD MEETING MINUTES
WEDNESDAY, JULY 24, 2024
POIRIER BRANCH, PROGRAM ROOM, COQUITLAM, BC
Dinner 5:30 pm | Meeting 6:00 pm**

Present:

Jackie Gorton (Chair)
Raymond Lee (Vice Chair)
Steve Leung (Treasurer)
Fiona McQuarrie (Trustee)
Kimberly Sivak (Trustee)
Neal Nicholson (Trustee)

Cindy Mark (Trustee) - virtual
Matt Djonic (Councillor-Trustee)
Anthea Goffe (Executive Director)
Ryan Jamieson (Deputy Executive Director)
Lily Vukasovic (Minute-taker)

Regrets: Monica Heir, Trustee

Guest:

NOTE:

Agenda Item Addition:

- **Introduction: Midway through the meeting, Trustee Leung introduced a new agenda item regarding Finance and Audit Committee Meeting Update**
- **Approval: The addition was approved by the attendees**

New Agenda Item:

- **Added after item 10:**
 - **Item 11: Update on the FA Committee Meeting, July 19'24**

Agenda Item

1. Call to order at 6:01 pm [Chair Gorton]
2. Approval of Agenda
 - #01 **Approval of Agenda**
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried
3. Territorial Acknowledgement (standing item)

Priorities

4. Update: Territorial Acknowledgement, City Feedback [ED Goffe]
 - Waiting for the City to respond
5. Approve: 2025 Budget Package [ED Goffe]
 - Minor changes from last version have been reviewed again by Finance and Audit Committee
 - The package will be sent to the City tomorrow, and the Board Package will be updated to remove any personal information about Trustees

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#02 Approval of 2025 Budget Package
Moved by Trustee Nicholson
Seconded by Trustee Djonlic
Carried

Regular Business

6. Information: BC Public Library Grant [ED Goffe]
 - We receive this from the province each year; we've been granted an extra fund allocation
7. ED Report [ED Goffe]
 - Reviewed highlights
ACTION: Deputy ED Jamieson will ensure signage is posted at self checkout machines to direct customers to the front desk for receipts
8. Information: Quarterly Statistics
 - Reviewed trends
9. Information: Summer Reading Club
 - Invite to the Board
ACTION: ED Goffe will review the event coverage and notify the Board of any shortfalls so that they can be addressed
10. Information: Staff BBQ
 - August 16 – Friday at 5:30 pm
 - Board is welcome

Additional Item Addition:

11. **NEW AGENDA ITEM: Update on FA Committee Meeting, July 19'24 [Trustee Leung]**
 - Updated Board on recent cheque fraud
 - Risks were assessed and mitigation measures implemented; no additional issues were identified and funds were reimbursed
 - Internal protocols were reviewed; no issues found

CONSENT AGENDA

#03 Approval of Consent Agenda
Moved by Trustee Leung
Seconded by Trustee McQuarrie
Carried

Board Minutes, Committees & Reports

12. Regular Board Meeting Minutes, May 22, 2024 [REVISED]
13. Regular Board Meeting Minutes, June 26'24
14. 2024 – Action Issue Log
15. Executive Committee Meeting Minutes, June 19, 2024
16. FA Committee Meeting Minutes, June 19, 2024

- 17. Advocacy Meeting Minutes, n/a
- 18. Policy Committee Meeting Minutes, n/a

Executive Director's Monthly Reports

- 19. Information: Financials May 2024

Other Meeting and Representative Reports

- 20. Cultural Services Advisory Committee Representative Report, n/a
- 21. BCLTA Representative Report (n/a)

Documents, Reports, Correspondence

- 22. n/a

- 23. Action Items Arising from Consent Agenda

- 24. InterLINK Representative Report– verbal report [Trustee Nicholson] -next meeting Sep 24'24

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

- Budget process ramping up
- Coquitlam's homelessness in the news; City is meeting with housing minister to address rising tents and pressures; seeking outreach workers and long-term solutions
- New library architectural work is progressing

- 26. **Motion to Move In-Camera at 6:34 pm**

#04 Motion to Move In-Camera at 6:34 pm

Moved by Trustee Nicholson

Seconded by Trustee Lee

Carried

- 27. Information: Labour Relations Update

- 28. Information: City Relations

Motion to Move out of In-Camera

#05 Motion to Move out of In-Camera at 6:47 pm

Moved by Trustee Leung

Seconded by Trustee Sivak

Carried

Motions Arising from In-Camera Session

#06 Motion to Update the Territorial Acknowledgement by 'unceded' after the word 'ancestral'

Moved by Trustee Leung

Seconded by Trustee Sivak

Carried

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Motion to Move In-Camera
#07 Motion to Move In-Camera at 6:50 pm
Moved by Trustee Nicholson
Seconded by Trustee Leung
Carried

[5-minute break]

- 29. **In Camera (Board only)**
- 30. HR Committee Update

- 31. **Motion to Move Out of In-Camera**
#08 Motion to Move Out of In-Camera at 7:30 pm
Moved by Trustee Leung
Moved by Trustee Nicholson
Carried

- 32. Adjournment (moved/time)
#09 Motion to Adjourn at 7:30 pm
Moved by Trustee Sivak
Moved by Trustee Djonlic
Carried

Next Regular Board Meeting:

DATE: Wednesday, September 25, 2024
PLACE: City Centre Branch, Program Room
TIME: Dinner 5:30 pm; Presentation 5:45 pm; Meeting 6:00 PM



Anthea Goffe, Secretary to the Board

Date Signed: Nov. 26, 2024



Jackie Gorton, Chair Library Board

Date Signed: Oct 23/24