



**REGULAR BOARD MEETING MINUTES**

**WEDNESDAY, JUNE 26, 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) - virtual

Kimberly Sivak (Trustee) - virtual

Matt Djonc (Councillor-Trustee)

Monica Heir (Trustee)

Anthea Goffe (Executive Director)

Ryan Jamieson (Deputy Executive Director)

Lily Vukasovic (Minute-taker)

**Regrets:** Neal Nicholson, Cindy Mark

**Presentation:** Calls to Action Work Group

**Presenter:** Ann Johannes, Community Development Liaison, Programming & Community  
Connections

**Presentation start time:** 5:56 pm

**Presentation end time:** 6:20 pm

**Guest:** Ann Johannes

**Agenda Item**

1. Call to order at 6:22 pm [Chair Gorton]

2. Approval of Agenda

**#01 Approval of Agenda**

**Moved by Trustee Heir**

**Seconded by Trustee Leung**

**Carried**

3. Territorial Acknowledgement (standing item)

**Priorities**

4. Update: Territorial Acknowledgement, City Feedback [ED Goffe]

- Have not heard back from the City; noted that the City has worked with the KFN regarding the territorial acknowledgement

5. Review: 2025 budget Package Review [ED Goffe]

Includes additional worksheet in package; Addendum to worksheet L 6.6.4 Budget 2024 vs 2025 (Addressing shortfall in budget line: Revenue – Fees and printing)

- Finance and Audit (FA) will review capital plan at next FA meeting
- Board will approve final version in July Board meeting

6. Update Staff Presentation to Council-in-Committee on June 17'24 [ED Goffe]

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

- Reviewed highlights from 2023 including update on Link and collections strategy

7. Approve: Annual Scholarship [ED Goffe]

- Discussed using interest from the Coquitlam Foundation to establish a perpetual scholarship in Sara Sarabosing's name
- Initially, the scholarship will be designated for Sara's daughter, who works at the library
- Subsequent awards will support studies in library-related fields and prioritize BIPOC candidates while remaining accessible to all staff members
- Discussed transparency, fairness and future criteria
- Board supports oversight by the Coquitlam Foundation for future awards

**#02 Approve the development of a scholarship through the Coquitlam Foundation, for students wishing to pursue education in library field or a library adjacent field, with a preference to BIPOC Candidates**

**Moved by Trustee Gorton**

**Seconded by Trustee Heir**

**Carried with 5 votes in favor and 2 abstentions**

**Regular Business**

8. Review: ED Report-June 2024 [ED Goffe]

- At this time the City will not take over our IT service
- Will revisit the conversation once we are in the NECC
- Working with Recreation and Culture Department to establish an advisory relationship

9. Update: Staff Mini-Conference Survey Results [ED Goffe]

- Survey results were positive; with good feedback on how we can improve the experience which included closing both branches to allow all staff to participate fully; anticipate increase in staff participation next year
- There were no public complaints on closing the Poirier Branch
- Preference to have the mini-conference earlier in the year, possibly in February

10. Approve: 1.08 Whistleblower Policy [ED Goffe]

**#03 Approve 1.08 Whistleblower Policy**

**Moved by Trustee Leung**

**Seconded by Trustee Lee**

**Carried**

11. Approve: 2.01.000 Library Code of Conduct [ED Goffe]

- Minor changes were added and references updated to the Code of Conduct
- On review, further changes were recommended and the policy is referred back to the Policy Committee with the following recommendations:
  - Ensure consistent terminology when referring to 'customers'
  - Include harassment and discrimination language
- Discussed computer use policies and principles on intellectual freedom
- ED confirmed a future review of all policies to ensure gender neutral language

**#04 Approve 2.01.000 Library Code of Conduct**

**Motion not moved; sent to Policy Committee for further review**

## **CONSENT AGENDA**

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

12. Regular Board Meeting Minutes, May 22, 2024
13. 2024 – Action Issue Log
14. Executive Committee Meeting Minutes, May 15, 2024
15. FA Committee Meeting Minutes, May 15, 2024
16. Advocacy Meeting Minutes, n/a
17. Policy Committee Meeting Minutes, April 2, 2024

### **Executive Director’s Monthly Reports**

18. *Note: Due to senior accountant vacation, financials will be presented in July*

### **Other Meeting and Representative Reports**

19. Cultural Services Advisory Committee Representative Report, no report
20. BCLTA Representative Report (n/a)  
<https://www.bclta.ca> NOTE: Resources as recommended by Trustee Mark  
*\*Board as employer (video series)*  
*\*Trustee onboarding process development (online resource)*  
*\*Emergency preparedness and recovery plan (online template)*

### **Documents, Reports, Correspondence**

21. Information: 2.04.000 Records Management (re-numbered)
22. Information: 3.11.000 Partnership Policy
23. Information: 5.09.020 Rodent Exposure Control Plan
24. Information: 3.06.000 Public Meeting Rooms

**#05 Motion to Approve the Consent Agenda; item 12 pulled out  
Moved by Trustee Heir  
Seconded by Trustee Leung  
Carried**

25. Action Items Arising from Consent Agenda

#### **Items pulled from Consent Agenda:**

- **Item 12: Regular Meeting Minutes, May 22, 2024**
  - Changes to the minutes recommended for accuracy:
    - Section on territorial acknowledgement, change ‘Current acknowledgement is onside with KFN’s thoughts’, to, ‘Current acknowledgement is used by the City and the City indicated that it consulted with the KFN in developing it’
  - Correction: Trustee McQuarrie attended in person

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

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

- First finance committee meeting coming up next month

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28. **Motion to Move In-Camera at 7:37 pm**  
#06 **Approve motion to move in-camera**  
**Moved by Trustee Heir**  
**Seconded by Trustee Djonlic**  
**Carried**
29. Information: Labour Relations Update
30. Information: Critical Occurrences
31. **In Camera (Board only)**
32. HR Committee Update
33. **Motion to Move Out of In-Camera**  
#07 **Approve motion to move in-camera at 8:43 pm**  
**Moved by Trustee Heir**  
**Seconded by Trustee Djonlic**  
**Carried**
34. Adjournment (moved/time)  
#08 **Approve motion to adjourn at 8:45 pm**  
**Moved by Trustee Leung**  
**Seconded by Trustee Heir**  
**Carried**


Next Regular Board Meeting:

DATE: Wednesday, July 24, 2024  
PLACE: Poirier Branch, Program Room  
TIME: Dinner 5:30 pm; Presentation 5:45 pm; Meeting 6:00 PM

  
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Anthea Goffe, Secretary to the Board

Date Signed: Oct. 1, 2024

  
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Jackie Gorton, Chair Library Board

Date Signed: Sept 25/24