



REGULAR BOARD MEETING MINUTES
Wednesday, November 27, 2024
Poirier Branch, Program Room
Dinner 5:30 pm | Presentation: 5:45 | Meeting 6:00 pm

Guest: Joyce Quach
Presentation: BiblioCommons

Guest: Ted Uhrich, Leila Todd
Presentation: Library Services and Spaces Study

Regrets:
Observers: Carmin Carotenuto, Mavis Quek, Chris Miller, Vanessa Colantonio, Debbie Jaska

Agenda Item

1. **Call to Order** (Chair Gorton)
 - Called to order at 6:01 pm
2. **Approval of Agenda**
#01 Motion to approve agenda
Moved by Trustee Heir
Seconded by Trustee Sivak
Carried
3. **Territorial Acknowledgement** (standing item)
'We acknowledge with gratitude and respect that the name Coquitlam was derived from the hənq̓əminəḥ (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 q̓ic̓ əy' (kat-zee), and other Coast Salish Peoples.'

Presentation

4. **Library Services and Spaces Study (LSSS) [Ted Uhrich, Leila Todd]**
 - Asking Board to endorse so that it can be presented to Council for endorsement
 - Recommend that the CPL Board receive this strategy and recommend for Council
 - Trustees are welcome to attend the presentation on December 9th
5. **Motion: Receive the Library Services and Spaces Study Report**
#02 **Motion to receive and endorse with changes as noted the Library Services and Spaces Strategy Report**

Moved by Trustee Gorton
Seconded by Trustee Heir
Abstained – Trustee McQuarrie
Carried

[Guest: Ted Uhrich, Leila Todd leave at 6:43 pm]

Priorities

6. Approve: 2024 Transfers for Financial Year End [ED Goffe]
#03 Motion to approve 2024 Transfers for Financial Year End
Moved by Trustee Heir
Seconded by Trustee Nicholson
Carried

7. Review: CPL Diversity, Equity & Inclusion (DEI) Organizational Assessment Final Report [ED Goffe]
 - Background recap:
 - A full report was shared with the Board by the end of August
 - Edits were made by both the Executive Director (ED) and the staff group
 - The final version was approved by the Board and shared with all staff
 - Policy recommendations are available upon request
 - The report sparked important conversations emphasizing the importance of engagement and collective input in moving the organization forward

8. Report: 2024 BC Enhancement Grant Update [ED Goffe]
 - Expect to complete projects funded by this grant in 2025

Regular Business

9. Information: Executive Director Report – November 2024 [Deputy ED Jamieson]

10. Information: CPL IT Update [Deputy ED Jamieson]
 - Organization is looking for a new service provider
 - This will require budget adjustments for 2026
 - Continuing to work towards IT integrity and risk mitigation

11. Approve: Branch Closures for CPL Staff Mini-Conference [ED Goffe]
 - Conference planned for May 9th with both branches closed for full participation
Amendment to the Minutes:
Original Date: Presented at the November 27, 2024 and approved
Revised Date: Presented at the January 22, 2025 and changes approved
NOTE: the date for this agenda item has been changed from May 9th, 2025 to June 6, 2025
 - Event will give staff an opportunity to fully engage in professional development, build stronger team cohesion, focus on relevant topics which align with the organization's goals for growth, improvement and organizational success
 - Focus will be on securing impactful speakers and offering staff-led sessions that encourage active participation and knowledge-sharing
 - One day closure of both branches is supported
 - **ACTION: City will be notified in advance**

- #04 Motion to approve branch closures for CPL Staff Mini-Conference**
Moved by Trustee Nicholson
Seconded by Trustee Lee
Carried
12. Information: Update to Trustee Recruitment and Council Rep Appointment [ED Goffe]
 - Expect finalized recommendations on Dec 9th
13. Approve: Policy 1.03.006 CPL Statement on Diversity, Equity and Inclusion (DEI) [ED Goffe]
-formerly known as 'CPL Statement on Anti-Racism'
#05 Motion to approve Policy 1.03.006
Moved by Trustee Lee
Seconded by Trustee Leung
Carried
14. Approve: Policy 1.02.006 Vacancy of Office
#06 Motion to approve Policy 1.02.006
Moved by Trustee Gorton
Seconded by Trustee Sivak
Carried
15. Approve: 5.00.000 Human Resources (Board level policy)
#07 Motion to approve Policy 5.00.000
Moved by Trustee Heir
Seconded by Trustee Nicholson
Carried
16. Debrief: Board Council Social Event – October 24, 2024 [Chair Gorton]
 - The event was well-received; relaxed setup and good attendance from councillors
17. Approve: Consent Agenda
#08 Motion to approve consent agenda
Moved by Trustee Heir
Seconded by Trustee Lee
Carried

CONSENT AGENDA

- Board Minutes, Committees & Reports**
18. 2024 – Action Issue Log
19. Regular Board Meeting Minutes, Oct 23, 2024
20. Executive Committee Meeting Minutes, Oct 16, 2024
21. FA Committee Meeting Minutes, Sept 18, 2024 (FA approved by email) | Nov 6, 2024
22. Advocacy Meeting Minutes, n/a
23. HR Committee Minutes, Sept 18, 2024
24. Policy Committee Meeting Minutes, Sept 10, 2024 (Updated)
- Executive Director's Monthly Reports**
25. Financials, October 2024

Other Meeting and Representative Reports

- 26. Cultural Services Advisory Committee Representative Report, n/a
- 27. BCLTA Representative Report, n/a

Documents, Reports, Correspondence

- 28. Information: 5.01.000 – 5.09.019 (Executive Director level policy)
- 29. Information: KPMG Engagement Letter; signed
- 30. Information: Audit Timeline

- 31. Action Items Arising from Consent Agenda
- 32. InterLINK Representative Report– verbal report [Trustee Nicholson] -November 26, 2024
 - Reviewed strategic plan and preliminary budget
 - Recommended review of governance structure
- 33. Council Report – City Councillor/Trustee - Verbal Report
 - Budget process is wrapped up

[Observers leave]

[Break 7:47 - 8:01 pm]

34. Motion to Move In-Camera

- #08 Motion to move in-camera at 8:01 pm
Moved by Trustee McQuarrie
Seconded by Trustee Heir
Carried

- 35. Information: Labour Relations Update

36. In Camera (Board only) at 8:14 pm

- 37. HR Committee Update

38. Motion to Move Out of In-Camera

- #09 Motion to move out of in-camera at 8:50 pm
Moved by Trustee Heir
Seconded by Trustee Nicholson
Carried

- #10 Motion to move approve ED COLA
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried

39. Adjournment (moved/time)

- #10 Motion to adjourn at 8:50 pm
Moved by Trustee Djonlic
Seconded by Trustee Heir
Carried

Anthea Goffe

Anthea Goffe, Secretary to the Board

Date Signed: Feb-25, 2025

Jackie Gorton

Jackie Gorton, Chair Library Board

Date Signed: Feb 25/25

AMENDED

