



REGULAR BOARD MEETING MINUTES

Wednesday, September 25, 2024

POIRIER BRANCH, PROGRAM ROOM, COQUITLAM, BC

Dinner 5:30 pm | Presentation 5:45 pm | Meeting 6:00 pm

Present:

Jackie Gorton (Chair)

Raymond Lee (Vice Chair)

Steve Leung (Treasurer)

Monica Heir, (Trustee)

Kimberly Sivak (Trustee)

Neal Nicholson (Trustee)

Cindy Mark (Trustee) - virtual

Anthea Goffe (Executive Director)

Ryan Jamieson (Deputy Executive Director)

Lily Vukasovic (Minute-taker)

Regrets: Fiona McQuarrie (Trustee)

Matt Djonc (Councillor-Trustee)

Guest: n/a

Observers:

In person: Halina Fesenko, Carmen Carotenuto, Kelsey Waggener, Amandeep Saroya, Janet Matsumoto

Virtual: Robyn Rees, Luz Frankel-Lopez, Mavis Quek, Vanessa Colantonio, Eun Jung Ko

Note: Presentation delayed due to technical difficulties

Presentation: Life Cycle of Physical Materials,

Presenter: Isabel Dos Santos, Collections Analyst Librarian, E-Branch and Collections

Agenda Item

1. Call to order at 6:27 pm [Chair Gorton]
2. Approval of Agenda
 - Item 9: Decision: 5.05.001 Death Benefit moved to in-camera
 - #01 Motion to Approve Agenda with Item 9 Moved to In-Camera
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried**
3. Territorial Acknowledgement (standing item)

Priorities

4. Review: Strategic Plan Update [Deputy ED Jamieson]
 - Deputy ED highlighted '2. Team Well Being and Culture' at risk due to lack of interest in the program
 - Feedback from Trustees; Initiatives 2.1a and 2.1b don't meet the 2.1 Goal

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5. Review: 2025 Budget Presentation [Chair Gorton]
 - **ACTION: ED Goffe will contact the City to ensure a typo in the presentation slide deck is corrected**
 - Trustees are welcome to attend; presentation date October 23

6. Establish: Trustee Recruitment Adhoc Committee
 - Selection process will begin after October 13; submission deadline is October 30
 - **ACTION: Office Manager will reach out to the City to see if there is a minimum number of applicants they would like the committee to interview (not including Trustees up for reappointment) and if they wish the committee to rank them as we did last year**

#02 Motion to Establish the Adhoc Recruitment Committee; Members are Chair Gorton, Trustee Mark, Trustee Nicholson, Trustee McQuarrie
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried

7. Information: Board and Council Social Event [ED Goffe]
 - Discussed plans; focus will be on mingling and displaying our services in several formats

- Regular Business**
8. Review: ED Report – September 2024 [ED Goffe]
 - Reviewed the report; CPL is committed to ensuring Truth and Reconciliation training is offered and available to all staff

9. [MOVED TO IN CAMERA] Decision: 5.05.001 Death Benefit [ED Goffe]

10. Decision: 2.01.000 Library Code of Conduct [ED Goffe]
 - Reviewed with one recommendation; point 8 – change ‘Deliberate’ to ‘Deliberately’

#03 Motion to Approve 2.01 with Recommended Change
Moved by Trustee Lee
Seconded by Trustee Sivak
Carried

11. Information: Annual Long Service Awards, Friday, November 29, 2024 [ED Goffe]
 - Invitation to Trustees includes a plus one
 - Trustees to RSVP the office manager

12. Decision: Board Management Holiday Event [ED Goffe]
 - No decision made at this time
 - **ACTION: Office Manager will send out a doodle poll to the Trustees to select a date and investigate other restaurants that might be able to accommodate our needs**

CONSENT AGENDA

Board Minutes, Committees & Reports

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13. 2024 – Action Issue Log
14. Regular Board Meeting Minutes, July 24, 2024
15. Executive Committee Meeting Minutes, July 17, 2024
16. FA Committee Meeting Minutes, July 17, 2024
17. Advocacy Meeting Minutes, n/a
18. Policy Committee Meeting Minutes, June 4, 2024

Executive Director’s Monthly Reports

19. Information: Financials June, July and August 2024

Other Meeting and Representative Reports

20. Cultural Services Advisory Committee Representative Report, September 12, 2024
21. BCLTA Representative Report (n/a)

Documents, Reports, Correspondence

22. Thank you email: Nader Sarabosing
23. 2025 Operating Agreement Extension Letter, City Centre Branch
24. 2025 Operating Agreement Extension Letter, Poirier Branch

#04 Motion to Approve Consent Agenda

**Moved by Trustee Leung
Seconded by Trustee Heir
Carried**

25. Action Items Arising from Consent Agenda

26. InterLINK Representative Report– verbal report [Trustee Nicholson] -next meeting Sep 24’24
 - No report

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

[Break 7:15 pm – 7:20 pm]

28. Motion to Move In-Camera

**#05 Motion to Move In-Camera at 7:21 pm
Moved by Trustee Nicholson
Seconded by Trustee Heir
Carried**

[MOVED FROM REGULAR BUSINESS TO IN-CAMERA] Item 9 – Decision: 5.05.001 Death Benefit [ED Goffe]

29. Information: Labour Relations Update

30. Information: Cybersecurity Report

**#06 Motion to Move Out of In-Camera at 8:41 pm
Moved by Trustee Heir**

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**Seconded by Trustee Lee
Carried**

**#07 Motion to Approve 5.01.001 as Presented
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried**

**#08 Motion to Move In-Camera at 8:41 pm
Moved by Trustee Heir
Seconded by Trustee Sivak
Carried**

31. In Camera (Board only)

32. HR Committee Update

33. Motion to Move Out of In-Camera

**#09 Motion to Move Out of In-Camera at 8:52 pm
Moved by Trustee Heir
Moved by Trustee Leung
Carried**

34. Adjournment (moved/time)

**#10 Motion to Adjourn at 8:52 pm
Moved by Trustee Nicholson
Moved by Trustee Lee
Carried**

Next Regular Board Meeting:

DATE: Wednesday, October 23, 2024
PLACE: Poirier 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