



**COQUITLAM
PUBLIC
LIBRARY**

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

REGULAR BOARD MEETING MINUTES

Wednesday, January 22, 2025

Poirier Branch, Program Room

Board Photos Head Shots 4:45 pm | Board Group Photo 5:15 pm | Dinner 5:30 pm | Meeting 6:00 pm

In attendance:

Trustees/Councillor:

Jackie Gorton, Trustee
Raymond Lee, Trustee
Steve Leung, Trustee
Fiona McQuarrie, Trustee
Kimberly Sivak, Trustee

Monica Heir, Trustee
Neal Nicholson, Trustee
Cindy Mark, Trustee (via zoom)
Trish Mandewo, Trustee

Executive Team:

Anthea Goffe, Executive Director
Erin Watkins, Director Public Services
Ryan Jamieson, Deputy Executive Director
Lily Vukasovic (Minute Taker)

Agenda Item

- 1. Call to Order at 6:00 pm** (Executive Director Goffe)
- Approval of Agenda
#01 Approval of Agenda
Moved by Trustee Nicholson
Seconded by Trustee Gorton
Carried
- Territorial Acknowledgement (standing item)
'We acknowledge with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmin̓əm̓ (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 ɬíc əy' (kat-zee), and other Coast Salish Peoples.'
- Elections/Appointments**
Introduction of Reappointed Trustees
 - Trish Mandewo, City Councillor, Appointed
 - Kimberly Sivak, Reappointed
 - Monica Heir, Reappointed
 - Raymond Lee, Reappointed

- Steve Leung, Reappointed
5. Committee Structure Overview [ED Goffe]
 - Reviewed
 6. Board Elections for 2025 [ED Goffe]
 - Election of Chair; ED Goffe called for nominations
 - Trustee Gorton nominated by Trustee Heir
 - Second call and final call for nominations
 - Trustee Gorton declared Chair by acclamation; Board Chair takes over meeting

[Board Chair Gorton takes over meeting]

7. Review and Approve Board Committees, Terms of Reference & Required Appointments
#02 Motion to Approve Board Committees
Moved by Trustee Heir
Seconded by Trustee Leung
Carried
8. Discuss: Committee Minutes - Process to Approve Minutes [ED Goffe]
 - Recommendations made; Board supports this change
9. Elections Continued:
 - Election of Vice-Chair: Trustee Lee nominated by Chair Gorton
 - Second call and final call for nominations
 - Trustee Lee declared Vice-Chair by acclamation
 - Election of Treasurer: Trustee Leung nominated by Trustee Lee
 - Second call and final call for nominations
 - Trustee Leung declared Treasurer by acclamation
 - Election of Board Committee Members:
 - Human Resources Committee (Board Chair, Vice Chair, Treasurer, one Trustee)
 - Trustee Sivak elected
 - Trustee McQuarrie elected
 - ACTION: Adjust TOR to reflect Treasurer is removed and Committee members will consist of Board Chair, Vice Chair, two Trustees**
 - Finance & Audit Committee (Board Chair, FA Chair, and up to two Trustees)
 - Trustee Nicholson elected
 - Trustee Heir elected
 - ACTION: Update TOR to outline the Committee Chair selection process**
 - Policy Committee (Board Chair and up to three Trustees)
 - Trustee Lee elected
 - Trustee McQuarrie elected
 - Trustee Nicholson elected
 - Councillor Mandewo
 - Advocacy Committee (Board Chair and up to three Trustee)
 - Discussed committee's role and need for clearer goals and purpose

- Advocacy is a board-wide responsibility; relationship building should be led by the Board Chair and Executive Director
ACTION: Advocacy Committee will be paused until the Fall for reassessment; strategies for Trustees to support community advocacy will be explored
- Election of Board Representatives & Alternates:
 - InterLINK
 - Representative: Trustee Nicholson
 - Alternate: Trustee Gorton
 - BCLTA Representative (1 appointment)
 - Representative: Trustee Mark
 - Coquitlam Cultural Services Advisory Committee Representative
 - Representative: Executive Director Goffe
 - Alternate: Executive Deputy Director Jamieson

Priorities

10. Approve: 2025 Budget – Final [ED Goffe]
- Received all operations requests for 2025
- #03 Approve the Final 2025 Budget as Presented**
Moved by Trustee Heir
Seconded by Trustee Sivak
Carried

Regular Business

11. Information: 1.03.000 Board Code of Conduct [Chair Gorton]
- Discussed removal of ED from ‘Persons Affected’
ACTION: Send to Policy Committee for discussion
12. Information: 2025 Board Meeting and Reporting Schedule [ED Goffe]
- Budget change: A 3-year budget plan, with the next budget discussion occurring in 2028
 - Budget will be reviewed yearly and shortfalls addressed with Council as needed; annual budget presentations will continue
- ACTION: Updated reporting schedule will be submitted at next meeting due to changes with budgeting process**
ACTION: Service Agreement will be presented to the Board at the February Board meeting
13. Approve: 2025 – Signing Officers [ED Goffe]
- #04 That the CPL Board Chair, Vice-Chair, Treasurer and CPL Executive Director, Deputy Executive Director and Director Public Services be made the signing authorities for CPL**
Moved by Trustee Nicholson
Seconded by Trustee Heir
Carried
14. Information: Director’s Report, January 2025 [ED Goffe]
- Transition to fine-free has received a great response from the public
15. Information: 2024 Statistics [Deputy ED Jamieson]

- Reviewed
16. Approve: Change of Date for 2025 Staff Mini-Conference to June 6 [ED Goffe]
 - Mini conference date changed to due to conflicts with BCLA schedule
 - Trustees are welcome to attend and express thanks at the mini conference; this will be incorporated into the program; Board Chair will make opening remarks

#05 Motion to amend motion #4 previously adopted on November 27, 2024 to reflect a change in the date of the 2025 CPL Staff Mini-Conference from May 9th to June 6th
Moved by Trustee Nicholson
Seconded by Trustee Leung
Carried
 17. Approve: Consent Agenda

#06 Motion to accept consent agenda as presented
Moved by Trustee Heir
Seconded by Trustee McQuarrie
Carried

CONSENT AGENDA

- Board Minutes, Committees & Reports**
18. 2024 – Action Issue Log
 19. Regular Board Meeting Minutes, Nov 27, 2024
 20. Executive Committee Meeting Minutes, Nov 20'24
 21. FA Committee Meeting Minutes, Nov 6'24
 22. Advocacy Meeting Minutes, n/a
 23. HR Committee Minutes, Oct 30'24 | Dec 16'24
 24. Policy Committee Meeting Minutes, n/a
- Executive Director's Monthly Reports**
25. Financials, November 2025
- Other Meeting and Representative Reports**
26. Cultural Services Advisory Committee Representative Report, n/a
 27. BCLTA Representative Report, n/a
- Documents, Reports, Correspondence**
28. Correspondence: 2025 Approved Financial Plan Funding
 29. Information: HR Policy Approval Change
 30. Correspondence: Reappointment: Ann Johannes to Multiculturalism Advisory Committee
 31. Correspondence: Reappointment of Trustees and Appointment of Councillor
32. Action Items Arising from Consent Agenda
 33. InterLINK Representative Report – verbal report
 - Trustee Nicholson reported on the last InterLINK meeting
 34. Council Report – City Councillor/Trustee – verbal report

- Will use this platform to strengthen communication between the Council and the Board
- City remains committed to advocating for solutions to the ongoing homelessness challenges

35. Motion to Move In-Camera

#05 Motion to move in -camera at 7:17 pm
Moved by Trustee Heir
Seconded by Trustee Leung
Carried

36. Information: Labour Relations Update

37. Information: Board and Executive Contact Information

38. Information: Service Agreement & Budget 2026-2028 Process [ED Goffe]

39. **In Camera (Board only)** at 8:01 pm

40. HR Committee Update

41. Motion to Move Out of In-Camera

#06 Motion to move out of in-camera at 8:37 pm
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried

42. Adjournment (moved/time)

#07 Motion to adjourn at 8:37
Moved by Trustee Heir
Seconded by Trustee Sivak
Carried



Anthea Goffe, Secretary to the Board

Date Signed:

Feb. 25, 2025



Jackie Gorton, Chair Library Board

Date Signed:

Feb 26/25

