



Coquitlam Public Library  
Community Advisory Group

## COMMUNITY ADVISORY GROUP MINUTES

City Centre Branch | 6:30 - 8:00 pm  
Hybrid Meeting: Zoom | City Centre Boardroom  
January 23, 2025

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Present: Fatemeh, Valerie, Tina, Ramesh, Sandra, Julie, Susan, Manjeet, Waed, Luis

Staff: Aman, Jay, Erin

Regrets: Doreen, Rebekah, Natalia

New Members: Madhavee, Janice

Chair: Tina

I. Call to order: 6:32 pm

II. Land Acknowledgement

***We acknowledge that Coquitlam Public Library provides service on the unceded traditional territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil-Waututh, Katzie, Musqueam, Qayqayt, Squamish and Sto':lo Nations***

III. Adoption of Agenda

IV. Approval of Minutes from the last meeting Nov 28,2024 – approved

V. Guest Speaker: Erin Watkins - New Director of Public Services

- Looks after a variety of departments: customer service, programming, community engagement team

VI. Additional Library Updates

a. Jay

- New P&G guide available
- Notable events: Pride story time (March 17), Entrepreneurship program series, Science Expo (May 3), Writers Festival (May 28-31), Brave Spaces (June & October), Juried Art Exhibition, Mandarin story time (February), BC Family Day story time, Pro-D movies

- b. Julie – Book club starting in Feb
  - 7 people interested

## VII. NEW BUSINESS

- a. Election of a new Chair and Vice Chair
  - Chair: Ramesh
  - Vice-Chair: Tina

- b. Housekeeping

- New members submit paperwork to Jay (application, criminal check)
- How long should we keep minutes on the CPL website?
  - Follow board meeting minutes
- Schedule for time and dates for 2025
  - Fourth Thursday of every month from 6:30-8:00 pm
  - Meetings for the year – board room
    - February 27 - PO
    - March 27 - CC
    - April 24 - PO
    - May 22 - CC
    - June 26- PO
    - September 25- CC
    - October 23- PO
    - November 27 - CC
- Recruitment changes and revised Handbook

- c. Fundraising for DAISY

- For home delivery customers
- Cost effective about \$600
- Looking to fundraise \$4000 for new DAISY players
- Approach partners
- Idea: have a table at Writer's Festival cocktail reception (May 29) to raise awareness of the Daisy players, raffle tickets (50/50), have daisy flowers, silent auction
- Partner with the city for accessibility
- CAG sponsors for 1 daisy player
- Build our bouquet for daisy's
- Sub-committee for project
  - Julie, Tina, Valerie

d. Self- Evaluations for current members

- Completed 2024 goals: raised profile of library, outreach in the community, recruitment committee to revamp application process

VIII. OLD BUSINESS that needs to tie up loose ends – Should we create sub committees?

a. PowerPoint (Sandra – Mandarin, Luis – Spanish, Manjeet Hindi & Punjabi, Fatemeh – Farsi, Waed – Arabic, Natalia – Portuguese, staff member - Korean

- Tri-City Community TV can help create videos
- CAG needs to coordinate date & time – Tina will organize

b. Goals: Promotion, Providing Feedback, and Connection to Community.

- Feedback was given via survey form. This will be shared with the new Chair. Should we create a committee to devise a few initiatives under each goal using the SMART goal theory? Report back next month

Feedback/Notes:

- P&G
  - CAG likes layout of guide, quality of paper, QR codes
  - Highlight dates/months: women’s history month, black history month
- Hard to find volunteering page – it’s called Advocacy – could that be changed to volunteer
- Interlibrary loans – returns for books not easy, have to wait in line to return
- Auto-renewals – can there be an email for books with holds

Action Items:

- Update membership list – Tina & Aman
- Self-evaluation form – Jay will email
- Complete self-evaluation form by February meeting – all members
- Organize date and time for power point recording
- Staff from home delivery to talk about daisy players – next meeting

IX. Adjournment

Next Meeting: February 27 from 6:30-8:00 pm at Poirier Branch

