



REGULAR BOARD MEETING MINUTES

Wednesday, April 23, 2025

City Centre Branch, Board Room

Dinner 5:30 pm | Meeting 6:00 pm

In Attendance:

Trustees: Jackie Gorton, Raymond Lee, Steve Leung (virtually), Kimberly Sivak, Fiona McQuarrie, Cindy Mark (virtually), Trish Mandewo (joined at 6:06 pm)

Management: Anthea Goffe, Ryan Jamieson, Erin Watkins, Lily Vukasovic (Minute Taker)

Observers: none

Guest: none

Regrets: Shubhangi Malhotra Jain, Neal Nicholson, Monica Heir

Agenda Item

1. Call to Order

- Meeting called to order at 6:03 pm

2. Motion to Approve the Agenda

- Item 4, 5 and 6 removed from agenda with HR Presentation moved to May meeting – removed from agenda

**#01 Motion to Approve Agenda with Changes; Agenda Items 4-6 Removed
Moved by Trustee Sivak
Seconded by Trustee Lee
Carried**

3. Territorial Acknowledgement (standing item)

'We acknowledge with gratitude and respect that the name Coquitlam was derived from the həlqəmiṇəm (HUN-kuh-MEE-num) word kʷikʷəḷəm (kwee-KWET-lum) meaning "Red Fish Up the River". The Coquitlam Public Library is honoured to be located on the kʷikʷəḷəm (kwee-KWET-lum) traditional, ancestral and unceded lands, including those parts that were historically shared with the q̓iç əy' (kat-zee), and other Coast Salish Peoples.'

Priorities

4. Motion to Move in Camera (Removed as per Motion #01)
5. Presentation: Planning for HR at CPL (Removed as per Motion #01)
6. Motion to Move Out of In Camera (Removed as per Motion #01)

7. Approve: Service Agreement [ED Goffe]

- Core content largely unchanged with minor revisions; near-final draft pending principle agreement

- Highlights:
 - Formalized existing escalation process (now documented)
 - Clarified the reporting structure
 - Board would like terminology language and other language to be consistent in the agreement
 - Performance measures discussed; will be shared with Board prior to sending to the City on an annual basis
 - Board will consider performance measures reported to the City as part of ED evaluation; this will be discussed at the HR Committee

#02 Motion to Approve Service Agreement in Principle
Moved by Trustee McQuarrie
Seconded by Trustee Gorton
Carried

8. Approve: Revised Schedule E [ED Goffe]

- Additional changes made in base funding
- Additional staff allocations were discouraged until the new branch opens which raised concerns:
 - Growth-staffing disconnect
 - Service impacts and population/service demands increase
- Delivery van ownership clarified
- Discussed tariff considerations on vehicle purchases
- Reviewed asset management plan status
 - Three-year development timeline proposed to create detailed financial/asset mapping
 - Identified the need for formal City support during the development phase of the asset plan

#03 Motion to Approve Budget Revised Schedule E
Moved by Trustee McQuarrie
Seconded by Trustee Sivak
Carried

9. Approve: 2024 Report to the Community [ED Goffe]

#04 Motion to Approve 2024 Report to the Community
Moved by Trustee Gorton
Seconded by Trustee Lee
Carried

10. Approve: Race and Social Equity Budget Line [ED Goffe]

- Consultant-led project completed; funds allocated for budget line is operational in nature
- City Finance agrees with operational integration of the budget line; to be re-distributed to relevant categories
- Discussed line-item tracking and outcome-based KPIs to track and ensure continued commitment

- Discussed importance of DEI being embedded despite budget restructuring
 - FA Committee reviewed this; confident that DEI work is tracked in the performance matrix and other reports
- #05 Motion to Leave the Race & Social Equity Budget Line Intact, but Move it From a Reserve Contribution Back to an Operating Expense**
Moved by Trustee Sivak
Seconded by Trustee Lee
Not carried
Recorded Opposition: Trustee McQuarrie voted against
Abstentions: Other Trustees abstained
- #06 Motion to Approve the Redistribution of the Race & Social Equity Budget Line in the 2026-2028 Budget and Management Agrees to Supply the Board with KPIs With Respect to This Line Item**
Moved by Trustee Mandewo
Seconded by Trustee Gorton
Carried
Recorded Opposition: Trustee Sivak, Trustee McQuarrie
Abstentions: Trustee Lee

Regular Business

11. Information: Director's Report, March - April 2025 [ED Goffe]
- After-Hours Poetry Night was received with outstanding feedback from attendees
 - Truth and Reconciliation training is scheduled for staff; enhance cultural awareness and inclusivity
 - Discussed daycare story times and how effective strategies help manage these large group visits without impacting other patrons
 - Discussed ongoing interest in the Library Link visiting the Kwikwetlem First Nation
- [Trustee Leung left the meeting]
12. Information: Tariff Briefing [ED Goffe]
- No direct impacts observed yet; situation remains unstable and under close watch
13. Information: Policy 1.05.000 Procurement Policy [Deputy ED Jamieson]
- Updated with one minor clarification and one major definition overhaul
 - Discussed library procurement; not bound by provincial executive orders
 - Discussed sole-sourcing and the need to ensure guardrails are present
- ACTION: FA Committee will review the procurement policy and will discuss implementation of tracking sole-source purchases**
ACTION: Policy will be refined/updated to focus on high-level principles and to remove the final paragraph
14. Information: Quarterly Stats – Q1 (Deputy ED Jamieson)
- Performance highlights reviewed
 - In-person visits nearing pre-pandemic levels; currently remains stronger than peer libraries

- Noted dip in the in-person visits which may be related to international student decline; will continue to monitor traffic performance

CONSENT AGENDA

Board Minutes, Committees & Reports

15. 2025 – Action Issue Log
16. Minutes: Regular Board Meeting, February 26'25 | March 3'25
17. Minutes: Executive Committee Meeting, April 16'25
18. Updated: Executive Committee TOR
19. Minutes: FA Committee Meeting, March 3'25 | April 16'25

Financials

20. Approved: 2024 Audited Financial Statement
21. Information: 2024 CPL Management Representation Letter [signed]
22. Information: Financials February 2025
23. T3 2024 Library Trimester Report for City

Other Meeting and Representative Reports

24. Cultural Services Advisory Committee Representative Report [ED Goffe]
25. BCLTA Representative Report [Trustee Mark]

Documents, Reports, Correspondence

26. Updated: HR Policies 5.01.007 & 5.04.009
27. Information: Board Invite to Science Expo
28. Information: Board Invite to Writers Festival
29. Correspondence and Response: Yvonne Harris

30. Motion to Approve the Consent Agenda

#06 Motion to Approve Consent Agenda
Moved by Trustee Mandewo
Seconded by Trustee Sivak
Carried

31. Items for Discussion from Consent Agenda

- none

32. InterLINK Representative Report– verbal report (n/a)

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

- Budget approved without issue; calmer dynamic attributed to new library leadership
- UBCM report confirms BC faces lower tariff impacts than other provinces due to diverse procurement strategies; fiscal caution maintained pending further development
- Federal restrictions requiring stricter visa rules have resulted in a student policy shift

34. Motion to Move In-Camera

#07 Motion to Move In-Camera at 7:43 pm

**Moved by Trustee Sivak
Seconded by Trustee Lee
Carried**

35. Information: Labour Relations Update

36. **In Camera (Board only) at 7:46 pm**

37. HR Committee Update

38. **Motion to Move Out of In-Camera**

#08 Motion to Move Out of In-Camera at 8:22 pm

Moved by Trustee Sivak

Seconded by Trustee Mandewo

Carried

39. **Motion to Adjournment (moved/time)**

#09 Motion to Adjourn at 8:22 pm

Moved by Trustee McQuarrie

Seconded by Trustee Lee

Carried

Next Regular Board Meeting:

DATE: May 28, 2025

PLACE: Poirier Branch, Program Room

TIME: Dinner 5:15 pm | Presentation 5:45 pm | Meeting 6:00 PM



Anthea Goffe, Secretary to the Board

Date Signed: May 28, 2025

Jackie Gorton, Chair Library Board

Date Signed: _____

