



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, February 26, 2025

Poirier Branch, Program Room

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

Present: Jackie Gorton, Raymond Lee, Fiona McQuarrie, Anthea Goffe, Ryan Jamieson, Erin Watkins, Lily Vukasovic
Virtually: Kimberly Sivak, Cindy Mark, Neal Nicholson
Regrets: Trish Mandewo
Observers: Janet Matsumoto, Carmin Carotenuto, Halina Fesenko, Donna MacMurchy

Presentation: New Lendable Tech

Presenter: Eun Ko, Library Technician 2, Discovery Lab

Agenda Item

1. **Call to Order** [Chair Gorton]
 - **Called to order at 6:11 pm**
2. **Motion to Approve the Agenda**
#01 Motion to approve an amended agenda by pulling item 19 out of the consent agenda and placing it after agenda items 4
Moved by Trustee Lee
Seconded by Trustee McQuarrie
Carried

Revised Agenda:

1. Item 1
 2. Item 2
 3. Item 3
 4. Item 4
 5. **Item 19** (moved from the consent agenda)
 6. Item 5
(...continue with the remaining agenda items)
3. **Territorial Acknowledgement (standing item)**

'We acknowledge with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmin̓əm̓ (HUN-kuh-MEE-num) word kʷikʷə́ləm (kwee-KWET-lum) meaning "Red Fish Up the River". The Coquitlam Public Library is honoured to be located on the kʷikʷə́ləm (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.'

Priorities

4. Information: 2024 Audit Update [ED Goffe]
 - 2024 audit is clean with some suggestions regarding prepaid expenses
 - Draft 2024 Audited Financial Statement (AFS) expected on Friday, May 28th; will be shared with FA and Board for review prior to the March 3rd Special Meeting of the Board
 - We have quorum for the March 3rd Special Meeting of the Board
5. Item 19 Financials (moved from Consent Agenda)
 - Received a late invoice dated December 31, 2024; auditors requested a revision to the financials to reflect this expense in the 2024 AFS
 - Leasehold improvements for 'kitchen improvement' partly funded by the BC Enhancement Grant
 - Discussion ensued about amortization on the capital portion of the expense
6. Information: Draft Service Agreement [ED Goffe]
 - This process has taken about 5 years
 - The City has been open to changes and compromise
 - This is the first review and follow-up with the City; more may be required as needed
 - Discussion followed:
 - Questions over 'termination clause'; this would be an extreme event
 - Discussed performance metrics and implications
 - Discussed the need for language in the agreement; that 'the agreement continues in the event negotiations are not concluded at the end of the term'
 - This living document may require renegotiations as circumstances evolve
 - Agreement is an improvement over past agreement
7. Approve: Schedule E of Service Agreement, 2026 – 2028 Budget [ED Goffe]
 - Discussed Security Ambassador position, automated sorter, assets

#02 Motion to approve the DRAFT Schedule E of Service Agreement, 2026-2028, as presented for submission to the City
Moved by Trustee Lee
Seconded by Trustee Nicholson
Carried
8. Approve: 2024 Public Library Grant Report [Deputy ED Jamieson]

#03 Motion to approve the 2024 Public Library Grant Report
Moved by Trustee McQuarrie
Seconded by Trustee Lee
Carried

Regular Business

9. Information: Director's Report, February 2025 [ED Goffe]
 - HR Manager will attend the April Board meeting
10. Information: Naming Convention - DEI vs EDI [ED Goffe]
 - Recommends maintaining the current name approach

11. Information: New to BC, Library Champions Program [ED Goffe]
 - Federal funding for this program has ended, but as founding members, we remain hopeful for its revival
12. Information: Strategic Plan Update [ED Goffe]
 - Presented and discussed
ACTION: Update appendix to include status to indicate items have become operationalized
13. Information: Risk Register Report [Deputy ED Jamieson]
 - Presented and discussed

CONSENT AGENDA

- Board Minutes, Committees & Reports**
14. 2024 – Action Issue Log
15. Minutes: Regular Board Meeting, November 27, 2024 (Amended) | January 22, 2025
16. Minutes: Executive Committee Meeting, February 19, 2025
17. Updated: Executive Committee TOR
18. Minutes: FA Committee Meeting, February 19, 2025
19. Updated: FA Committee TOR
- Executive Director's Monthly Reports**
20. Financials, Pre-Audited Year End 2024
- Other Meeting and Representative Reports**
21. Cultural Services Advisory Committee Representative Report, n/a
22. BCLTA Representative Report, n/a
23. Information: Training Opportunity with BCLTA
- Documents, Reports, Correspondence**
24. Updated: Library Board Annual Meeting & Reporting Schedule
25. Information: Board 2025 Standing Committees and Representatives
26. Information: Director's & Officers Liability Policy, March 10, 2025 – March 10, 2026
27. Information: InterLINK Budget Information
28. Letter: Friends of Library – Confirmation of Dissolution
29. **Motion to Approve the Consent Agenda**
#05 Motion to approve the consent agenda with Item 19 moved to the agenda after item 4
Moved by Trustee Lee
Seconded by Trustee Sivak
Carried
30. Items Pulled from Consent Agenda for Discussion
31. InterLINK Representative Report– verbal report [Trustee Nicholson]
 - No report
32. Council Report – City Councillor/Trustee - Verbal Report


- No report
33. **Motion to Move In-Camera**
#06 **Motion to move in-camera at 7:49 pm**
Moved by Trustee McQuarrie
Seconded by Trustee Gorton
Carried
34. Information: Labour Relations Update
 - Discussed
35. Updated: Board and Executive Contact Information 2025
36. **In Camera (Board only) at 8:12 and back at 8:17 pm**
37. HR Committee Update
38. **Motion to Move Out of In-Camera**
#07 **Motion to move out of in-camera**
Moved by Trustee [name not recorded]
Seconded by Trustee [name not recorded]
Carried
39. **Motion to Adjournment (moved/time)**
#08 **Motion to move out of in-camera**
Moved by Trustee [name not recorded]
Seconded by Trustee [name not recorded]
Carried

Next Regular Board Meeting:

DATE: April 23, 2025

PLACE: City Centre, Board 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: May 28, 2025