COQUITLAM PUBLIC LIBRARY

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

REGULAR BOARD MEETING AGENDA
Wednesday, July 23, 2025
Poirier Branch, Program Room
Dinner 5:30 pm |Presentation 5:45 pm |Meeting 6:00 pm

In Attendance:	Raymond Lee, Vice-Chair
	Steve Leung, Treasurer
	Neal Nicholson, Trustee
	Fiona McQuarrie, Trustee
	Cindy Mark, Trustee (virtual)
Regrets:	Jackie Gorton, Chair
	Kimberly Sivak, Trustee
	Trish Mandewo, Councillor-Trustee
	Monica Heir, Trustee
Observers:	None
Presentation:	Creating Engaging Programs
Presenter:	Kelsey Waggener
Guest:	None

Agenda Item

1. **Call to Order**
    - Meeting called to order at 6:19 pm

2. **Motion to Approve the Agenda** [Board Vice-Chair]

#01 Motion to approve the agenda
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried

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 kʷikʷəƛ̓əm (kwee-KWET-lum) meaning "Red Fish Up the River". The Coquitlam Public Library is honoured to be located on the kʷikʷəƛ̓əm (kwee-KWET-lum) traditional, ancestral and unceded lands, including those parts that were historically shared with the q̓ic̓əy̓ (kat-zee), and other Coast Salish Peoples.'

Priorities

4. **Motion to Move In-Camera**

#02 Motion to move in-camera at 6:19 pm
Moved by Trustee McQuarrie
Seconded by Trustee Nicholson

Carried

5. Discussion: Service Agreement [ED Goffe]
   - Discussed

   ACTION: Send last service agreement to Trustee Nicholson

6. Motion to Move Out of In-Camera

#03 Motion to move out of in-camera at 6:45
Moved by Trustee Nicholson
Seconded by Trustee McQuarrie
Carried

7. Approve: Final 2026 Budget [ED Goffe]
   - Henderson increase of $10,000

   ACTION: Trustees have requested a review and verification for the cost increase

#04 Motion to approve Final 2026 Budget package as presented
Moved by Trustee Leung
Seconded by Trustee Lee
Carried

Regular Business

8. Information: Director's Report, July 2025 [ED Goffe]
   - New part-time AP Clerk hired
   - Successful staff mini-conference with positive feedback
   - City Centre refresh includes new paint, panels and landscaping; meeting rooms at CC closed due to renovations
   - Trustees expressed concern over low quality AI content on Hoopla

   ACTION: ED will consult collections team and report back to Trustee Mark

9. Information: Quarterly Statistics April – June (*to be distributed at the meeting*) [Deputy ED Jamieson]
   - Foot traffic returning to last year levels
   - There has been a drop-in program attendance this year; the programming team will investigate the causes

   ACTION: Provide the Board with a report on the findings regarding the decline in programming attendance
   - Computer usage has declined across all libraries, likely due to increase use of personal devices; public PCs will be reduced accordingly
   - Renovations at City Centre may impact programming

10. Approve: Policy 1.05.000 – 1.05.006 [ED Goffe]

#05 Motion to approve Policy 1.05.000 – 1.05.006 as presented
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried

11. Information: Summer Reading Club Medal Ceremonies [ED Goffe]

- Annual invite to the trustees

12. Information: Burke Mountain Community Centre Update [ED Goffe]
    - Now called Burke Mountain Community Centre (BMCC); opening in late 2029

<u>**CONSENT AGENDA**</u>

Board Minutes, Committees & Reports

13. 2025 – Action Issue Log
14. Minutes: Regular Board Meeting, May 28'25
15. Minutes: Executive Committee Meeting, July 16'25 (meeting cancelled)
16. Minutes: FA Committee Meeting, July 14'25 (approved by email)
17. Updated: Committee TORs

Financials

18. Information: Financials June 2025
19. Information: Business Email Compromise

Other Meeting and Representative Reports

20. Cultural Services Advisory Committee Representative Report [ED Goffe]
21. BCLTA Representative Report [Trustee Mark] (no report)

Documents, Reports, Correspondence

22. Information: SOFI Report, submitted
23. Updated: 5.08.003 Professional Development
24. Updated: 5.01.007 Termination
25. Information: EDI Edubites
26. Information: Major Facilities Roadmap
27. Information: 2025 Public Library Grant Award Letter – Coquitlam

28. **Motion to Approve the Consent Agenda with item 19 pulled out and item 23 pulled out for discussion**

#06 Motion to approve the consent agenda
Moved by Trustee Nicholson
Seconded by Trustee Leung
Carried

29. Items for Discussion from Consent Agenda
    - Item 19: Business Email Compromise
        - No further incidents noted
    - Item 23: Updated 5.08.003 Professional Development
        - Discussed definition of 'leaving the library prematurely' in cases where the organization has funded a course, including the circumstances under which staff are expected to reimburse the organization
        - The policy is designed to secure staff commitment and protect the organization's investment
        - Repayment enforcement is uncommon and is addressed on a case-by-case basis

30. InterLINK Representative Report (Meeting: April 30'25)– verbal report [Trustee Nicholson]

- Operations are running smoothly
- Currently conducting a request for proposals for audit services

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

- No report

32. Motion to Move In-Camera

#07 Motion to move in-camera at 7:55 pm
Moved by Trustee Leung
Seconded by Trustee Lee
Carried

33. Information: Labour Relations Update

- Discussed

34. Information: Legal Matter

- Discussed

35. In Camera (Board only) at 8:13 pm

36. HR Committee Update

37. Motion to Move Out of In-Camera

#08 Motion to move out of in-camera at 8:29 pm
Moved by Trustee Nicholson
Seconded by Trustee Leung
Carried

38. Motion to Adjournment (moved/time)

#09 Motion to adjourn at 8:30 pm
Moved by Trustee Leung
Seconded by Trustee McQuarrie
Carried

Anthea Goffe

Anthea Goffe, Secretary to the Board

Date Signed: Sep. 24, 2025

Jackie Gorton, Chair Library Board

Date Signed: Sept 24/25