



REGULAR BOARD MEETING MINUTES

Wednesday, May 28, 2025

Poirier Branch, Program Room

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

In attendance:

Jackie Gorton, Chair

Raymond Lee, Vice Chair

Steve Leung, Treasurer

Kimberly Sivak, Trustee

Monica Heir, Trustee (arrived at 7:21 pm)

Cindy Mark, Trustee

Fiona McQuarrie, Trustee

Anthea Goffe, Executive Director

Ryan Jamieson, Deputy Executive Director

Erin Watkins, Director Public Services

Lily Vukasovic (Minute Taker)

Regrets: Trustee Trish Mandewo, Trustee Neil Nicholson

Observers: Rhona Porcellato

Presentation: Children's Non-Fiction Project [Hayley McLeary]

Guest: Shubhangi Malhotra Jain

Agenda Item

1. Call to Order
 - Meeting called to order at 6:17 pm
2. **Motion to Approve the Agenda**
#01 Motion to approve agenda
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 hən̓q̓əmiṇəm (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 q̓íc əy' (kat-zee), and other Coast Salish Peoples.'
4. **Priorities**
Motion to Move In Camera

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

5. Presentation: Planning for HR at CPL [HR Manager Shubhangi Jain]
- Introduction to new HR Manager
 - Presentation

(HR Manager Jain leaves meeting at 6:47 pm)

6. Motion to Move Out of In Camera
- #03 Motion to move out of in camera at 6:47 pm**
Moved by Trustee Lee
Seconded by Trustee Sivak
Carried

7. Approve: Contract for Automatic Materials Handling System [ED Goffe]
- The replacement of the City Centre sorter, a significant capital investment, requires Board approval and has been part of long-term planning for several years
 - Funding for this purchase will come from capital reserves
 - The vendor was selected through a competitive Request for Proposal (RFP) process
- #04 Motion to approve the contracting of Bibliotecha to provide and install an AMHS 11-bin system, with a 5-year comprehensive support package paid up front**
Moved by Trustee Gorton
Seconded by Trustee McQuarrie
Carried

8. Approve: SOFI Report [ED Goffe]
- Two minor corrections were identified and will be addressed
- ACTION: Make corrections to the SOFI report before submitting**
- #05 Motion to approve the 2024 SOFI report with corrections**
Moved by Trustee Lee
Seconded by Trustee Sivak
Carried

9. Discuss: Committee Minutes Approval Process Revisited (Anthea)
- The process of approving minutes by email to enable timely inclusion of minutes for full Board meetings was discussed in January
 - The Board recognizes the need to balance accountability and timeliness in the minute's approval process
 - Revised wording was submitted to clearly capture the intended process and ensure adoption by all committees
 - There was unanimous agreement that the revised wording was satisfactory
- ACTION: All Committee TORs will be updated with revised wording**
- #06 Motion to amend all Committee TORs to include the new wording for email approval of committee minutes as presented in the associated decision document**

**Moved by Trustee Gorton
Seconded by Trustee Lee
Carried**

Regular Business

10. Information: Director's Report, May 2025 [ED Goffe]
- Congratulations was extended to Chris Miller for receiving the Young Adult and Children's Services (YAACS) Award
 - Indigenous Leaders held a meaningful Truth and Reconciliation session with staff, sharing their stories and perspectives; another session is planned
 - Board indicated interest in receiving "Edubites" shared by the DEI Committee
 - ED Goffe to include Edubites in subsequent Board Packages for information

CONSENT AGENDA

Board Minutes, Committees & Reports

11. 2025 – Action Issue Log
12. Minutes: Regular Board Meeting, April 23'25
13. Minutes: Executive Committee Meeting, May 21'25 (approved by email)
14. Minutes: FA Committee Meeting, May 21'25 (approved by email)
Information: 2025 FA Workplan
15. Minutes: Policy Committee Meeting, May 22'25 (approved by email)
16. Minutes: HR Committee Meeting, May 14'25 (approved by email)
17. Approve: HR Committee TOR (updated May 14'25)

Financials

18. Information: Financials April 2025
19. Approve: T1 2025 Trimester Report to City

Other Meeting and Representative Reports

20. Cultural Services Advisory Committee Representative Report, n/a [ED Goffe]
21. BCLTA Representative Report [Trustee Mark] n/a

Documents, Reports, Correspondence

22. Updated: 1.05.000 Procurement Policy
23. Updated: 3.06.000 Public Meeting Rooms
24. Updated: 1.03.000 Board Code of Conduct

25. **Motion to Approve the Consent Agenda with item 23 pulled out**
#07 Motion to approve the consent agenda
Moved by Trustee Sivak
Seconded by Trustee McQuarrie
Carried

26. Items for Discussion from Consent Agenda
- Item 23 Updated: 3.06.000 Public Meeting Rooms
 - Noted OWL was removed from CC but not PO**ACTION: Director Watkins will make adjustment**

27. InterLINK Representative Report (Meeting: April 30'25)– verbal report [Trustee Nicholson]
- n/a Report next month
28. Council Report – City Councillor/Trustee - Verbal Report
- n/a
29. **Motion to Move In Camera**
#08 Motion to move in camera at 7:17 pm
Moved by Trustee Gorton
Seconded by Trustee Lee
Carried
30. Information: Labour Relations Update
31. **In Camera (Board only) at 7:21 pm**
32. HR Committee Update

(Trustee Heir arrived at 7:21 pm)

33. **Motion to Move Out of In Camera**
#09 Motion to move out of in camera at 7:43 pm
Moved by Trustee Heir
Seconded by Trustee Sivak
Carried
34. **Motion to Adjournment (moved/time)**
#10 Motion to adjourn at 7:43 pm
Moved by Trustee Gorton
Seconded by Trustee Heir
Carried

Next Regular Board Meeting:

DATE: June 25, 2025

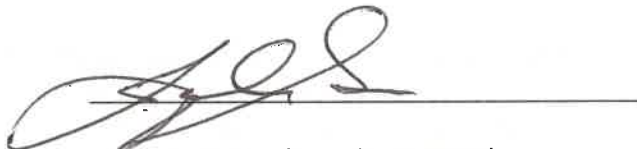
PLACE: City Centre Branch, Board Room

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



Anthea Goffe, Secretary to the Board

Date Signed: Sep 24, 2025



Jackie Gorton, Chair Library Board

Date Signed: Sep 24/25