

Regular Board Meeting Minutes  
Wednesday, January 14, 2026  
City Centre Branch, Board Room, Coquitlam, BC  
Meeting: 6:00 pm

In attendance:

Jackie Gorton  
Raymond Lee  
Steve Leung  
Monica Heir  
Kim Sivak

Neal Nicholson  
Fiona McQuarrie  
Taha Rizwan  
Trish Mandewo (City Council Representative)  
(joined virtually at 6:21 pm)

Staff in attendance: Anthea Goffe, Ryan Jamieson, Erin Watkins  
Minutes: Lily Vukasovic

1. Call to Order
  - Meeting called to order at 6:06 pm
2. Approval of Agenda
  - #01 **Motion to approve Board agenda with addition of item #6: Boardable Discussion**  
**Moved by Trustee Nicholson**  
**Seconded by Trustee Heir**  
**Carried**
3. Territorial Acknowledgement (standing item)
4. Introductions and Welcomes
  - Reappointed Trustees:
    - Jackie Gorton, 2026-2027
    - Neal Nicholson, 2026-2027
    - Fiona McQuarrie, 2026-2027
    - Trish Mandewo (Council Representative), 2026
  - Appointed Trustee:
    - Taha Rizwan, 2026-2027
5. Board Election for Chair
  - a. Election of Chair
    - Trustee Leung nominated Trustee Gorton; nomination was accepted
    - Second call and final call for nomination made; no further nominations
    - Congratulations to Chair Gorton

- b. Board Chair takes over meeting
- c. Election of Executives
  - Election of Vice Chair
    - Chair Gorton nominated Trustee Lee; nomination was accepted
    - Second call and final call for nomination made; no further nominations
    - Congratulations to Vice Chair Lee
  - Election of Treasurer
    - Chair Gorton nominated Trustee Leung; nomination was accepted
    - Second call and final call for nomination made; no further nominations
    - Congratulations to Treasurer Leung
- d. Review and Approve Board Committee Structure
  - #02 Motion to approve the proposed 2026 Board Committee Structure and reinstate the Strategic Committee as an active standing committee**  
**Moved by Trustee Gorton (Chair)**  
**Seconded by Trustee Sivak**  
**Carried**
- e. Review and Approve Board Committee Terms of Reference (TOR)
  - Discussed including a high-level reporting frequency
  - Suggested committee work plans should be included in the TORs as a way to keep committee purpose, reporting and timelines to ensure clarify expectations
  - #03 Motion to approve Committee Terms of Reference**  
**Moved by Trustee Heir**  
**Seconded by Trustee Nicholson**  
**Carried**
- f. Appointment of Board Committee Members
  - Finance and Audit Committee
    - Treasurer Leung
    - Trustee Heir
    - Trustee Nicholson
    - Trustee Rizwan
  - Executive Committee
    - Chair Gorton
    - Vice Chair Lee
    - Treasurer Leung
  - Policy Committee
    - Vice Chair Lee
    - Trustee McQuarrie
    - Trustee Nicholson
    - Councillor Mandewo
  - Human Resources Committee
    - Chair Gorton

- Vice Chair Lee
- Trustee Sivak
- Trustee McQuarrie
- Strategic Plan Committee: A core group will be established; meeting invites will be extended to all trustees
  - Chair Gorton
  - Vice Chair Lee
  - Trustee Sivak
  - Trustee Heir
- Advocacy Committee
  - Discussed whether to maintain or strike this committee amid upcoming council elections, strategic planning and consideration of Board capacity
  - Decision: pause the committee for 2026; prioritize one informal wine and cheese with the councillors plus a formal meeting
  - Chair Gorton and Councillor Mandewo will discuss further offline

**#04 Motion to approve all Board Committee appointments**  
**Moved by Trustee Heir**  
**Seconded by Trustee Nicholson**  
**Carried**

- g. Appointment of Board Representatives & Alternates
- InterLINK Representative & Alternate
    - Trustee McQuarrie
    - Chair Gorton – alternate
  - BLTA Representative
    - Trustee Nicholson
    - Chair Gorton – alternate
  - Confirmation of Standing Appointment of Executive Director Goffe to City as Coquitlam Cultural Services Advisory Committee Representative
  - Confirmation of Appointment of Alternate to Coquitlam Cultural Services Advisory Committee
    - Deputy Executive Director Jamieson

**#05 Motion to approve all required appointments**  
**Moved by Trustee Heir**  
**Seconded by Trustee McQuarrie**  
**Carried**

6. Boardable Discussion (added agenda item)
- Concern raised on the usability and privacy issues with Boardable
  - Noted that agenda links fail outside the Boardable platform

*ACTION: Board packages will be saved as PDFs and saved to 'Boardable Documents' for easy access and download by Trustees*

7. Priorities

- a. 2026 Approved Financial Plan Funding Letter
  - Noted confusion in the wording of the letter, as the holdback funds are excluded from the total
  - City staff confirmed by email the holdback funds are excludedExpect final funds to be confirmed after Asset Management Plan complete and Council approves

8. Regular Business

- a. 1.03.000 Board Code of Conduct
- b. 2026 Board Meeting and Reporting Schedule
- c. Approve 2026 Signing Officers
  - No changes made; no motion required
- d. British Columbia Library Association Conference 2026  
*ACTION: Executive Director Goffe will forward information to Trustees once she receives an update*
- e. Director's Report, January 2026
  - Risk register will be updated*ACTION: Deputy Executive Director Jamieson will send an email to Trustees to solicit governance perspectives on key risks*

9. Motion to Approve Consent Agenda

- a. Regular minutes – Nov 26'25
- b. Special Meeting Minutes – December 10'25
- c. Financials - November 2026 [PULLED OUT]
- d. Trustee Website Bio Information – Update Request  
**#06 Motion to approve consent agenda with the exception of item 9.c. which is pulled out for discussion**  
**Moved by Trustee Heir**  
**Seconded by Trustee Nicholson**  
**Carried**

10. Discussion and Motion: Items pulled from Consent Agenda

- a. Item 9.c Financials – November 2026
  - Surplus estimate from October appears positive; final number pending
  - Library materials spending aligns closely to budget through deliberate management

11. Motion to Move In-Camera

- #07 Motion to move in camera at 7:15 pm**

**Moved by Trustee Nicholson  
Seconded by Trustee Lee (Vice Chair)  
Carried**

- a. Labour Relations Update
- b. Board and Executive Contact Information
- c. Service Agreement
- d. Approve Provisional Budget 2026

**#08 Motion to come out of in camera at 8:05 pm**

**Moved by Trustee Nicholson  
Seconded by Trustee Heir  
Carried**

11.c. Service Agreement

**#09 Motion to direct Executive Director Goffe to communicate to the City that the Board is satisfied with the agreement and is waiting for the agreement with the City on Schedule E**

**Moved by Trustee Nicholson  
Seconded by Trustee Heir  
Carried**

11.d. Provisional Budget 2026

**#10 Motion to approve revamping of the presentation of the 2026 provisional budget with inclusion of the \$209,000 in revenue with a clear description describing that it is contingent on the completion of the asset replacement plan and Council's approval**

**Moved by Trustee Nicholson  
Seconded by Trustee Heir  
Carried**

**#11 Motion to move in-camera  
Moved by Trustee Gorton (Chair)  
Seconded by Trustee Heir  
Carried**

12. In Camera (Board Only)

- a. HR Committee Update

13. Motion to Move Out of In-Camera

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

14. Adjournment



**COQUITLAM  
PUBLIC  
LIBRARY**

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

**#13 Motion to adjourn at 8:30 pm  
Moved by Trustee McQuarrie  
Seconded by Trustee Leung (Treasurer)  
Carried**

*Anthea Goffe*

Anthea Goffe, Secretary to the Board

Date Signed: Feb. 4, 2026

*Jackie Gorton*

Jackie Gorton, Chair Library Board

Date Signed: Feb 5/26