



REGULAR BOARD MEETING MINUTES

Wednesday, November 26, 2025

City Centre Branch, Board Room, COQUITLAM, BC

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

Presentation: Customer Experiences and Tour of City Centre

Presenter: Erin Watkins, Director Public Services

Guest: Shubhangi Jain, HR Manager

In attendance:

Jackie Gorton, Chair

Raymond Lee, Vice Chair

Steve Leung, Treasurer (joined virtually at 7:10 pm)

Kimberly Sivak, Trustee

Neal Nicholson, Trustee

Monica Heir, Trustee

Fiona McQuarrie, Trustee

Cindy Mark, Trustee

Trish Mandewo, Trustee/Councillor

Anthea Goffe, Executive Director

Ryan Jamieson, Deputy Executive Director

Erin Watkins, Director Public Services

Agenda Item

1. Call to order [Chair Gorton]
 - Meeting called to order at 6:20 pm

2. Approval of Agenda

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

3. Territorial Acknowledgement (standing item)

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

Priorities

4. Staff Engagement Survey Results [Shubhangi Jain]
 - Anonymous staff survey: 2 weeks, 57% response rate
 - Results reviewed; recommendations made

ACTION ITEMS:

- **Refine future surveys: one concept per question to avoid conflation of concepts**
- **Tease out issues from DEI and Wellness Committees for clearer communication**
- **Integrate ongoing/smaller surveys into the HR plan for evolution tracking**

5. Update to Trustee Recruitment and Councillor Appointments [ED Goffe]
 - Congratulations to reappointed trustees
 - New Trustee Taha Rizwan joins in January
 - City Council appoints representative on December 8

6. Approve: Change Board and Committee Meeting Dates [ED Goffe]
 - Request to adjust meeting date timeline for timely delivery of financials to FA Committee

#02 Motion to approve proposed changes to the Board and Committee meeting dates as recommended
Moved by Trustee Gorton
Seconded by Trustee Heir
Carried

7. Approve: 2025 Year End Financial Transfers [ED Goffe] *Discussion was deferred until the Treasurer joins the meeting*

8. Library Trustees Focus Group (BC Public Libraries Professional Learning Needs Assessment – Workshop Report [Chair Gorton])
 - Chair Gorton was invited to attend a BCLTA workshop with 2 trustees from other libraries as well as a facilitator to explore how BCLTA can better support library trustees
 - Key needs identified:
 1. Trustees require better knowledge of the Library Act; understanding it is essential for effective governance
 2. Community needs assessments are lacking; trustees rely on staff to conduct these but trustees must ensure the needs assessment is of quality and reliability
 3. Trustees should have the opportunity to attend British Columbia Library Association conferences; good networking and learning opportunity

ACTION: ED to provide information to Trustees on the 2026 BCLA Conference

 - Areas for trustee improvement:
 - Legal context and public library values
 - Leadership and administration
 - Social justice awareness
 - Discussed enhancing new trustee orientation and onboarding manual
 - Emphasized budgeting for professional development of trustees and incorporating professional development evaluation into board self-assessments

9. ED Report- November 2025 and Year-End Highlights [ED Goffe]
 - Open for questions; year-end reports in appendix
 - Writer’s Festival
 - Funding for this program has ended; seeking partnerships and funding

ACTION: Director Watkins will report back to the Board in the new year
 - HR Plan Feedback
 -

ACTION: HR Manager to add quarterly timelines/priorities

 - IT Roadmap

ACTION: Board would like periodic reviews of the IT Roadmap

(Treasurer Leung joined at 7:10 pm)

Continued Discussion - Agenda Item 7: Approve: 2025 Year End Financial Transfers [ED Goffe]

- This is an annual year-end process; some expenditures are budget approved
- Motion #5; reviewed expenditures noting that the majority of the expense was for managed service provider

#03 Motion to approve all transfers #1-9 as presented

Moved by Trustee Nicholson

Seconded by Trustee Gorton

Carried

Regular Business

10. Approve: Branch Closures for CPL Staff Mini-Conference, June 19'26 [ED Goffe]

- Date was selected to minimize public impact; no statutory holidays in June
- Extensive communication plan confirmed
- Staff survey feedback supports the decision

#04 Motion to approve the closure of the both branches for one full Friday in Q2 2026 to allow for a CPL staff mini-conference. That the CPL Board directs CPL Management to move forward with the 2026 Staff Mini-Conference in Q2 2026.

Moved by Trustee Heir

Seconded by Trustee McQuarrie

Carried

11. City Centre Interior Work [Deputy ED Jamieson]

- Continuing work on lighting and staff workspaces
- Leak in the entrance area; City is aware
- Partnerships to showcase emerging artists is being explored

ACTION: City Council and Trustees will be invited to tour renovations once completed

12. Board Council Social Event Debrief-- November 5, 2025 [Chair Gorton]

- Well attended and enjoyable event
- Offered informal, meaningful conversation opportunities

13. Staff Long Service Award Event Debrief – November 21, 2025 [Chair Gorton]

- Event was enjoyable

CONSENT AGENDA

Board Minutes, Committees & Reports

14. 2025 – Action Issue Log
15. Regular Board Meeting Minutes, Oct 22, 2025
16. Policy Committee Meeting Minutes, Oct 14'25 (approved by email)
17. FA Committee Meeting Minutes, Nov 15'25 (n/a)
18. Executive Committee Meeting Minutes, Oct 14'25 (approved by email)
19. HR Committee Meeting Minutes, Nov 12'25 (approved by email)
20. Updated HR Committee Terms of Reference

Executive Director's Monthly Reports

21. Financials Oct 2025 - NOTE: 2025 Forecast Added

Other Meeting and Representative Reports

22. Cultural Services Advisory Committee Representative Report, Nov 13'25
23. BCLTA Representative Report (n/a)
24. KPMG Engagement Letter, signed

Documents, Reports, Correspondence

25. Organizational Chart 2025

26. Motion to Approve Consent Agenda

- #05 Motion to approve consent agenda**
Moved by Trustee Heir
Seconded by Trustee Lee
Carried

27. Discussion and Motion: Items Pulled from Consent Agenda
Per Robert's Rules of Order, any item removed from the consent agenda requires separate discussion and a motion for approval. This will be a standing agenda item going forward.
28. InterLINK Representative Report, November 25 - Verbal Report [Trustee Nicholson]
 - Lost some funding source including federally funded NewToBC program aimed at supporting newcomers
29. Council Report – City Councillor/Trustee - Verbal Report [Trustee Mandewo]
 - City will be reviewing new densification plan after community feedback
 - City will implement a tree replanting program
 - Homelessness remains an issue
 - Burke Mountain community centre is progressing

(break at 8:04 pm)

30. Motion to Move In-Camera

- #06 Motion to move in-camera at 8:22 pm**
Moved by Trustee Nicholson
Seconded by Trustee Gorton
Carried

31. Labour Relations Update

32. Burke Mountain Community Centre Branch Planning [ED Goffe]

33. In Camera (Board only) at 8:49 pm

34. HR Committee Update
35. Approve: HR Committee Final PMP & Salary Recommendation
36. Board Survey Results – Verbal Report [Chair Gorton]
37. Motion to Move Out of In-Camera

- #07 Motion to move out of in-camera at 9:13 pm**
Moved by Trustee Heir
Seconded by Trustee Nicholson
Carried

38. Motions Arising from In-Camera Discussions
- #08 **Motion to approve salary recommendation for ED**
Moved by Trustee Sivak
Seconded by Trustee Nicholson

 - #09 **Motion to approve HR Committee Final PMP**
Moved by Trustee Sivak
Seconded by Trustee Heir
Carried
39. Adjournment (moved/time)
- #10 **Motion to adjourn at 9:13 pm**
Moved by Trustee Heir
Seconded by Trustee McQuarrie
Carried



Anthea Goffe, Secretary to the Board

Date Signed: Feb. 4, 2026



Jackie Gorton, Chair Library Board

Date Signed: Feb 5/26

