



REGULAR BOARD MEETING MINUTES

Wednesday, October 22, 2025

Poirier Branch, Program Room, COQUITLAM, BC

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

Guest:

Presentation: Customer Experiences [Cancelled]
Presenter: Erin Watkins, Director Public Services
Regrets: Erin Watkins, Director Public Services

Neal Nicholson, Trustee
Kimberly Sivak, Trustee

Observers: None

In Attendance: Jackie Gorton, Chair
Raymond Lee, Vice Chair
Steve Leung, Treasurer (joined virtually at 6:59 pm)
Cindy Mark, Trustee (joined virtually)
Trish Mandewo, Trustee
Monica Heir, Trustee
Fiona McQuarrie, Trustee
Anthea Goffe, Executive Director
Ryan Jamieson, Deputy Executive Director
Lily Vukasovic, Minute Taker

Agenda Item

1. Call to Order (Chair Gorton)

- Meeting called to order at 6:01 pm

2. Approval of Agenda

#01 Motion to approve agenda
Moved by Trustee Heir
Seconded by Trustee Mandewo
Carried

3. Territorial Acknowledgement (standing item)

'We acknowledge with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmiñəm (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 q̓ič əj' (kat-zee), and other Coast Salish Peoples.'

Priorities

4. Discussion: Board Strategy and Generative Engagement [Trustee Mandewo]

- Trustee Mandewo, reflected on the importance of adopting a clear and structured governance framework to strengthen board effectiveness and alignment with the library's mission and strategic direction

- As an exercise, the Board reviewed the agenda items to determine which were fiduciary, strategic or generative in nature
5. Decision: Request to City for Contracted Security Services for 2026 [ED Goffe]
 - The Board discussed the proposal as a short-term solution while longer-term options are being explored with the City
 - The proposal allows time for collaboration on a community-focused security model

#02 Motion to approve a new request for contracted security as part of the Service Agreement for \$72,000 in one-time operational funds for 2026 and for the 2025 bridge funding for contracted security
Moved by Trustee Gorton
Seconded by Trustee Heir
Carried
 6. Decision: 2025 Bridge Funding for Contracted Security [ED Goffe]
 - Discussed and approved under agenda item 5, motion #02
 7. Discussion: DEI Framework
 - The Board discussed adopting a DEI Framework to guide policy review and development; staff recommended using a DEI lens tool as a flexible guideline
 - The Board agreed DEI is a strategic priority and discussed accountability, application to board work and measurable outcomes

ACTION: Add the framework as a standing item to the Policy Committee agenda as a reminder to apply a DEI lens in the committee’s work
ACTION: Add the framework to the new trustee orientation package
ACTION: Add the framework as a standing item to the Recruitment Committee agenda as a reminder to apply a DEI lens in the committee’s work

#03 Motion to adopt the DEI Policy Framework for reviewing board policies on a go forward basis; to be reviewed annually
Moved by Trustee Mark
Seconded by Trustee Gorton
Carried

[10-minute break]

Regular Business

8. Review: ED Report- October 2025 [ED Goffe]
 - Reviewed
9. Review: Quarterly Stats [Deputy ED Jamieson]
 - Reviewed
10. Update: Trustee Recruitment Adhoc Committee [Vice Chair Lee]
 - Discussed
11. Update: City Centre Interior Work [Deputy ED Jamieson]
 - Discussed

CONSENT AGENDA

Board Minutes, Committees & Reports

12. 2025 – Action Issue Log
13. Regular Board Meeting Minutes, Sept 24'25
14. Ad Hoc Trustee Recruitment Committee Minutes, Oct 7'25 (n/a)
15. Special Board Meeting Minutes, Oct 10'25
16. Policy Committee Meeting Minutes, Oct 14'25 (n/a)
17. Updated: Policy Committee TOR (non-material changes)
18. FA Committee Meeting Minutes, Oct 14'25
19. Executive Committee Meeting Minutes, Oct 14'25 n/a

Executive Director's Monthly Reports

20. Information: Financials Sept 2025 **NOTE: New 2025 Forecast Added*

Other Meeting and Representative Reports

21. Cultural Services Advisory Committee Representative Report (n/a)
22. BCLTA Representative Report (n/a)

Documents, Reports, Correspondence

23. Decision: Policy 1.08.000

#04 Motion to approve Consent Agenda with items item 15 and 20 pulled out
Moved by Trustee Heir
Seconded by Trustee Mandewo
Carried

Item 15: Special Board Meeting Minutes

- Requested amendments to the minutes

Item 20: Information: Financials Sept 2025

- Treasurer Leung provided the Board with a high-level overview of anticipated outcomes as we approach year-end

#05 Motion to Accept Item 15 and Item 20
Moved by Trustee Leung
Seconded by Trustee Heir
Carried

24. Action Items Arising from Consent Agenda
25. InterLINK Representative Report, October 7 - Verbal Report [Trustee Nicholson]
ACTION: Verbal report postponed to next meeting
ACTION: Board Chair is attending an InterLINK workshop and will provide a report at the November Meeting
26. Council Report – City Councillor/Trustee - Verbal Report [Trustee Mandewo]
 - UBCM is pushing to restore provincial library funding to the original form for fair and stable support
 - Homelessness continues to be an important community issue
27. **Motion to Move In-Camera**

#05 Motion to move in-camera at 8:34 pm
Moved by Trustee Gorton
Seconded by Trustee Heir
Carried

28. Information: Labour Relations Update

29. **In Camera (Board only)** at 8:46 pm

30. HR Committee Update

31. **Motion to Move Out of In-Camera**

#06 Motion to move out of in-camera at 8:54 pm

Moved by Trustee Heir

Seconded by Trustee McQuarrie

Carried

32. Adjournment (moved/time)

#07 Motion to adjourn at 8:54 pm

Moved by Trustee Lee

Seconded by Trustee Heir

Carried

Next Regular Board Meeting:

DATE: Wednesday, November 26, 2025

PLACE: City Centre Branch, Board Room

TIME: Dinner 5:30 pm; Presentation 5:45 pm; Meeting 6:00 PM



Anthea Goffe, Secretary to the Board

Date Signed: Feb. 4, 2026



Jackie Gorton, Chair Library Board

Date Signed: Feb 5/26