



REGULAR BOARD MEETING MINUTES

Wednesday, September 24, 2025

Poirier Branch, Program Room, COQUITLAM, BC

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

Guest: None
Presentation: New Library App
Presenter: Joyce Quach, Library Systems Technician, E-Branch and Collections
Regrets: Trish Mandewo, Councillor Trustee
Fiona McQuarrie, Trustee
Observers: None

In attendance: Jackie Gorton, Chair
Raymond Lee, Vice Chair
Steve Leung, Treasurer (joined virtually at 6:02 pm)
Neal Nicholson, Trustee
Kimberly Sivak, Trustee
Monica Heir, Trustee
Cindy Mark, Trustee (joined virtually at 6:26 pm)

Agenda Item

1. Call to Order (Chair Gorton)
 - Called to order at 6:06 pm

2. Approval of Agenda
 - #01 Motion to approve agenda**
 - Moved by Trustee Heir**
 - Seconded by Trustee Nicholson**
 - Carried**

3. Territorial Acknowledgement (standing item)

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

- Priorities**
4. Presentation and Discussion: Board Governance and Evaluation [Trustee Mandewo and Chair Gorton]
 - Board governance discussion highlighted two models:
 - Carver Model
 - Focuses on outcomes; delegates authority to CEO
 - Governance as Leadership Model
 - Encourages strategic thinking; shares accountability between CEO and Trustees

- Trustee Mandewo will present further on these models in the fall
 - Discussed Board evaluation:
 - Board prefers a simple and straightforward survey
 - Will be used to establish a baseline and identify areas for improvement
 - Timing suggested for October or November to prepare for the upcoming year

ACTION: Deputy ED will send Board Chair some examples of Board Surveys
5. Discuss: Board Meeting Format, In-Person vs. Hybrid vs. Fully Remote [Chair Gorton]
- Board prefers in-person meeting ensure stronger communication and smoother chairing
 - Challenges of hybrid meetings include disrupted communication, reduced engagement and difficulty reading non-verbal cues
 - However, hybrid meetings:
 - Promotes inclusivity
 - Offers flexibility to Trustees
 - Increases attendance
 - Supports work-life balance; helps retain and attract committed Trustees
 - There have been no formal attendance expectations previously set
 - Board will continue to support a hybrid meeting format, especially to accommodate extenuations circumstances
- ACTION: Trustees will discuss meeting attendance expectations at the January Board meeting**
6. Review: Strategic Plan Update [Deputy ED Jamieson]
- Reviewed report
- ACTION: Deputy ED will update report to indicate 1.3 Inclusive Subject Headings has been operationalized**
7. Information: 2026 Budget Presentation [ED Goffe]
- Presentation slides submitted to the City; presentation on October 30th after lunch
 - Chair Gorton participation in the presentation is tentative
 - Executive Director can present alone but Trustee presence to show support is important
- ACTION: Executive Director will correct possible typo**
ACTION: Schedule a Special Meeting of the Board in December to move a motion to sign the Service Agreement – this will be an online meeting
8. Decision: Trustee Recruitment Ad Hoc Committee [Vice Chair Lee]
- Vice Chair Lee leading; meeting set for October 7 at 5:30 pm
 - Trustee Mark will not reapply for 2026 Board but will be available to join the Ad Hoc Committee
- ACTION: Office Manager will send an invite for October 7 meeting**
- #02 Motion to establish an Ad Hoc Trustee Recruitment Committee to recommend the required number of candidates to the City Council by the deadline for appointment as Library Trustees for the 2026 year. The committee members are Vice Chair Lee, Trustee Heir, Trustee Sivak, Trustee Leung, Trustee Mark, Trustee Mandewo**
Moved by Vice Chair Lee
Seconded by Trustee Nicholson
Carried
9. Information: Board and Council Social Event [ED Goffe]

- Event at Poirier Branch; Chair Gorton’s attendance is tentative
10. Information: City Centre Interior Work and Shortened Hours [Deputy ED Jamieson]
 - Renovation is under way
- Regular Business**
11. Review: ED Report- September 2025 [ED Goffe]
 - New website launched; feedback welcome
 - DEI has been operationalized and is progressing
 - Board invited to staff BBQ next year
 - Board invited to Juried Art Exhibit: Oct 17, 6:30 pm at Poirier
 12. Information: Annual Long Service Awards, Friday, November 21, 2025 [ED Goffe]
 - RSVP to Lily
 13. Information: Board and Management Holiday Event [ED Goffe]
 - Confirmed The Wild Fig
 - RSVP to Lily

CONSENT AGENDA

Board Minutes, Committees & Reports

14. 2025 – Action Issue Log
15. Regular Board Meeting Minutes, July 23, 2025
16. Executive Committee Meeting Minutes, Sept 17, 2025
17. FA Committee Meeting Minutes, Sept 16, 2025
18. Policy Committee Meeting Minutes, n/a

Executive Director’s Monthly Reports

19. Information: Financials August 2025
20. Updated: SOFI – 11 Provision of Goods and Services
21. Information: T2 Trimester Reporting

Other Meeting and Representative Reports

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

Documents, Reports, Correspondence

24. Information: DEI Edubites
25. Informational Update (Non-Material Changes): Policy 1.03.005 (renumbered/revision date corrected)
26. Information: Q2 2025 Programming Statistics Overview
27. Approve: 2026 Holiday Hours

**#03 Motion to approve Consent Agenda
 Moved by Trustee Nicolson
 Seconded by Trustee Sivak
 Carried**

28. Action Items Arising from Consent Agenda
29. InterLINK Representative Report - Verbal Report [Trustee Nicholson]
 - Upcoming meetings coming up
30. Council Report – City Councillor/Trustee - Verbal Report [Trustee Mandewo]
31. **Motion to Move In-Camera**
 - #04 **Motion to move in-camera at 7:31 pm**
Moved by Trustee Heir
Seconded by Trustee Lee
Carried
32. Information: Labour Relations Update
33. **In Camera (Board only) at 7:53 pm**
34. HR Committee Update
35. **Motion to Move Out of In-Camera**
 - #05 **Motion to move out of in-camera at 8:30 pm**
Moved by Trustee Heir
Seconded by Trustee Sivak
Carried
36. Adjournment (moved/time)
 - #06 **Motion to adjourn at 8:30 pm**
Moved by Trustee Lee
Seconded by Trustee Heir
Carried

Next Regular Board Meeting:

DATE: Wednesday, October 22, 2025
 PLACE: Poirier Branch, Program 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