



COQUITLAM PUBLIC LIBRARY

CPL Board – Regular Meeting, April 1, 2026 Minutes April 1, 2026, 6:15 pm City Centre Branch, Room 127

Dinner: 5:30 pm | Presentation: 6:00 pm | Meeting: 6:15 pm

Presentation (6:00 pm): Customer Experiences – What help do customers need today?
Eun Jung Ko, Library Technician II, CX Department/Discovery Lab

Presentation started at 6:00 pm

In attendance:

Jackie Gorton, Board Chair
Raymond Lee, Board Vice Chair
Neal Nicholson, Trustee
Kimberly Sivak, Trustee
Monica Heir, Trustee
Fiona McQuarrie, Trustee

Trish Mandewo, Trustee
Taha Rizwan, Trustee (joined via Zoom)
Anthea Goffe, Executive Director
Ryan Jamieson, Deputy Executive Director
Erin Watkins, Director Public Services
Lily Vukasovic (Minute Taker)

Regrets:

Steve Leung, Treasurer

1. Call to Order at 6:27 pm
2. Motion to Approve Agenda
#01 Motion to approve agenda
Moved by Trustee Heir
Seconded by Trustee Nicholson
Carried
3. Territorial Acknowledgement
4. Priorities
 - a. Update on Service Agreement and 2026 Budget
 - Council approved release of \$209,000 allocated to asset replacement reserve and photocopier lease
 - Board Council meeting date April 20, 5 pm:
 - Confirmed: Trustee Nicholson, Chair Gorton
 - Tentative: Trustee Sivak, Trustee Lee, Trustee Rizwan
 - Regrets: Trustee Heir

ACTION: Executive Director Goffe will reach out to Trustee Leung to confirm

attendance

- Final service agreement expected soon
- b. Update on Strategic Planning
 - Responses to RFP received
 - Grading completed by Thursday
 - Next steps: Review scores, interviews with top contenders if they are within 5 points

5. Regular Business

- a. Risk Analysis 2026
 - Overall risk has improved, with notable gains in collections, culture, technology and communication
 - ACTION: AI will be added as a risk**
 - Financial pressures remain key with funding risk, inflation and the possibility that library-specific costs can outpace CPI
- b. Executive Director's Report - March 2026
 - Reviewed

6. Consent Agenda

- a. Board Minutes, Committees & Reports
 - i. 2026 Action Issue Log
 - ii. Regular Board Minutes, February 4, 2026
 - iii. Special Board Minutes, March 5, 2026
 - iv. FA Meeting Minutes, March 25, 2025 (approved by email)
 - v. Executive Meeting Minutes, March 25, 2025 (approved by email)
 - vi. HR Minutes, February 11, 2026
 - vii. Strategic Planning, February 12, 2026
 - viii. Strategic Planning Terms of Reference
- b. Financials
 - i. Approved 2025 Audited Financial Statement
 - ii. 2025 CPL Management Representation Letter (signed)
 - iii. Financials, February 2026
 - iv. T3 2025 Trimester Report for City
 - v. 2025 Reserve Summary
- c. Other Meeting and Representative Reports
 - i. Cultural Services Advisory Committee Representative Report
- d. Documents, Reports, Correspondence
- e. Approve Consent Agenda

7. Approve Consent Agenda

#02 Motion to approve consent agenda

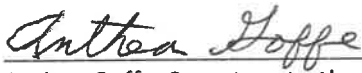
Moved by Trustee Nicholson

Seconded by Trustee Heir

Carried

8. Items Pulled from Consent Agenda for Discussion and Approval

- No items pulled
9. InterLINK Representative Report (Trustee McQuarrie)
- Discussion about new governance model
 - High board turnover remains an issue
 - Mixed views on value of trustee participation under new model
 - **Next steps: Trustee McQuarrie will attend next meeting and report back to the board**
10. Council Report (Trustee Mandewo)
- City approved a Climate Action Plan; key priorities include EV infrastructure; fleet electrification and forest canopy management while balancing housing growth
 - Ongoing Official Community Plan review to align with new housing policies and community needs, including library services
 - Provincial funding cuts to nonprofit housing have halted approved affordable housing projects
11. Move In-Camera
- #03 Motion to move in-camera at 7:22 pm**
Moved by Trustee Sivak
Seconded by Trustee Heir
Carried
- a. Labour Relations Update
12. In-Camera (Board Only) at 7:40 pm
- a. HR Committee Update
 - b. Executive Director 2026 PMP
13. Move Out of In-Camera
- #04 Motion to move in-camera at 8:08 pm**
Moved by Trustee Nicholson
Seconded by Trustee Lee
Carried
14. Adjournment
- #05 Motion to adjourn at 8:08 pm**
Moved by Trustee Sivak
Seconded by Trustee McQuarrie
Carried



Anthea Goffe, Secretary to the Board

Date Signed: May 26, 2026



Jackie Gorton, Chair Library Board

Date Signed: Jun 3/26

