



COQUITLAM PUBLIC LIBRARY

CPL Board - Regular Meeting Minutes February 4, 2026 5:30pm - 8:30pm 575 Poirier Street, Coquitlam

In Attendance:

Jackie Gorton (Chair)
Raymond Lee (Vice Chair)
Steve Leung (Treasurer)
Neal Nicholson (Trustee)
Kimberly Sivak (Trustee) - virtual

Fiona McQuarrie (Trustee)
Trish Mandewo (Trustee/Councillor) - virtual
Anthea Goffe (Executive Director)
Ryan Jamieson (Deputy Executive Director)
Erin Watkins (Director Public Services)

Regrets:

Monica Heir (Trustee)
Taha Rizwan (Trustee)

1. Call to Order (Chair Gorton)
 - Called to order at 6:00 pm

2. Approval of the Agenda (Chair Gorton)
 - Change to agenda: the in-camera session will now take place immediately after the territorial acknowledgment

**#01 Motion to approve agenda as amended Moved by Trustee Leung
Seconded by Trustee McQuarrie
Carried**

3. Territorial Acknowledgement (Chair Gorton)

4. Move In-Camera

**#02 Motion to move in-camera at 6:03 pm Moved by Trustee Nicholson
Seconded by Trustee McQuarrie
Carried**

 - a. Labour Relations Update
 - b. Service Agreement Update

5. Move Out of In-Camera

**#03 Motion to move in-camera at 6:32 pm Moved by Trustee Nicholson
Seconded by Trustee Leung
Carried**

6. Priorities

- a. 2025 Audit Update (ED Goffe)
 - Reviewed with Board
 - b. 2025 Provincial Public Library Grant Report (Executive Director Goffe)
 - Key points include correction to figures in #3, which will be updated
 - Trustees raise question about provincial analysis of library feedback; none have been historically provided
 - Confirmed population metrics is a provincial projected/estimated number and is consistently used province-wide
 - ED highlighted homelessness as requiring more support, and noted the report's role in advocacy efforts; Board recommended linking mental health to homelessness; with both public health and vulnerable populations sections updated to address it as a key issue
- #04 Motion to approve 2025 Provincial Public Library Grant Report with recommended changes**
Moved by Trustee Gorton
Seconded by Trustee Lee
Carried


7. Regular Business

- a. Executive Director's Monthly Reports (ED Goffe)
 - Reminder for trustees to sign up for the BCLTA newsletter
 - Board expressed concern over reduced governance structure of BCLTA
 - Lendable laptop program; discontinued at this time due to aging equipment, damage and theft concerns; considering using alternatives such as Chromebooks and tablets
- b. Strategic Plan 2023-2026 Update (ED Goffe)
 - Reviewed
- c. 2025 Annual Statistics Report (Deputy ED Jamieson)
 - Closing CC for renovations impacted stats across all metrics
 - **ACTION: Councilor Mandewo requested an update on Schedule D targets in the Quarterly Statistics to track progress**

8. Consent Agenda

- a. Board Minutes, Committees & Reports
 - a. Action Issue Log - 2026
 - b. Regular Board Minutes, January 14, 2026
 - c. Executive Committee Minutes, January 28, 2026 (approved by email)
 - d. Finance and Audit Committee Minutes, January 28, 2026 (approved by email)
 - e. Finance and Audit Committee TOR (Updated)

- b. Other Meeting and Representative Reports
 - a. Cultural Services Advisory Committee Representative Report, n/a
 - c. Documents, Reports, Correspondence
 - a. Updated: Library Board Annual Meeting & Reporting Schedule
 - b. Updated: 2026 Standing Committees and Representatives
9. Approve Consent Agenda (Chair Gorton)
#05 Motion to approve consent agenda
Moved by Trustee Nicholson
Seconded by Trustee McQuarrie
Carried
10. Items Pulled from Consent Agenda for Discussion and Motion (n/a)
11. InterLINK Representative Report - Trustee McQuarrie - Feb 24'26
12. Council Report - City Councilor/Trustee Trish Mandewo
- Positive meeting with the Ministry of Health; addressed housing issues
 - Development in the City remains low due to current economic climate
 - City Centre Plan discussions continue with the City
13. In-Camera (Board Only) at 7:05 pm
#06 Motion to move in-camera at 7:05 pm
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried
- a. HR Committee Update
14. Move Out of In-Camera
#07 Motion to move out of in-camera at 7:18 pm
Moved by Trustee Leung
Seconded by Trustee Nicholson
Carried
15. Adjournment
#08 Motion to adjourn at 7:19 pm
Moved by Trustee McQuarrie
Seconded by Trustee Lee
Carried



Anthea Goffe, Secretary to the Board

Date Signed: May 26, 2026



Jackie Gorton, Chair Library Board

Date Signed: June 3, 2026

