



COQUITLAM PUBLIC LIBRARY

Special Meeting of the Board, March 4, 2026 Minutes

March 4, 2026 6:00pm - 7:00pm PST, Videoconference

2026 Audited Financial Statement Review and Approval

In attendance:

Jackie Gorton, Chair

Raymond Lee, Vice Chair

Steve Leung, Treasurer

Monica Heir, Trustee (joined at 6:14 pm)

Kimberly Sivak, Trustee

Fiona McQuarrie, Trustee

Taha Rizwan, Trustee

Anthea Goffe, Executive Director

Ryan Jamieson, Deputy Executive Director

Erin Watkins, Director Public Services

Lily Vukasovic, Minute Taker

Regrets:

Neal Nicholson, Trustee

Trish Mandewo, Councilor/Trustee

1. Call to Order
 - Called to order at 6:07
2. Approval of Agenda
 - #01 **Motion to approve agenda**
Moved by Trustee Rizwan
Seconded by Trustee Sivak
Carried
3. Land Acknowledgement
4. Committee Recommendation: Audited 2025 Financial Statement (AFS)
 - Clean audit overall
 - Higher professional fees in 2025 due to manager service provider; this expense has been incorporated into the regular operating budget
 - #02 **Motion to approve 2025 AFS**
Moved by Trustee Leung
Seconded by Trustee Rizwan
Carried
5. 2026 Asset Management Plan
 - City reviewed draft including the detailed inventory and have expressed satisfaction with the Plan; FA Committee has also reviewed the plan
 - The plan supports the City's annual contribution and future funding requests under the service agreement
 - Asset lifespans and replacement values were determined using typical usage patterns and benchmark data from comparable organizations
 - City and CPL agree this is a strong foundational plan, to be reviewed annually and updated as new assets are added (e.g., future branch)

ACTION: Add a tab in the workbook to summarize assumptions and methodology
ACTION: Inflation excluded from calculations as directed by the City; note to be added for transparency

#03 Motion to approve Asset Management Plan
Moved by Trustee McQuarrie
Seconded by Trustee Rizwan
Carried

6. Asset Funding Strategy

- The City has requested an overarching funding strategy to guide future budget requests, clarify the overall funding approach and identify alternatives to address potential gaps
- Functions as a policy-level document
- Asset Funding Strategy approved with potential wording refinements to be considered during future reviews

#04 Motion to approve Asset Funding Strategy
Moved by Trustee Gorton
Seconded by Trustee Sivak
Carried

(Trustee Heir left meeting at 6:57 pm)

7. Updated 2026 Budget (Provisional)

#05 Motion to Approve 2026 Budget
Moved by Trustee Gorton
Seconded by Trustee McQuarrie
Carried

8. Revised 2026-2028 Schedule E

#06 Motion to Approve Revised 2026-2028 Schedule E
Moved by Trustee Leung
Seconded by Trustee Gorton
Carried

(Trustee McQuarrie left at 7:00 pm)

(Trustee Rizwan left at 7:01 pm)

- Chair Gorton reviewed next steps

9. FA Minutes, Mar 2'26 (Approved by email)

10. Adjournment

#07 Motion to Adjourn at 7:07 pm
Moved by Trustee Leung
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