

MINUTES

Port Moody Public Library Board
Thursday, January 19, 2012
ParkLane Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, January 19, 2012 in the ParkLane Room, Library.

Present

Katherine Fraser - Chair
Peter Belanger
Susan Croll
Barry Fleming
Linda Martin
Errin Morrison
Barbara Nuttall
Cllr. Zoë Royer

Regrets

Rosario Passos

In Attendance

Lynne Russell, Director
Andree Duval, Deputy Director
Dayna Solem, Administrative Assistant

Call to Order

1. **Call to Order**

The Chair called the meeting to order at 7:00 p.m.
Councillor Zoë Royer was welcomed as the Council appointee to the Library Board for 2012.

Approval of Agenda

2. **Approval of Agenda**

Moved by Barbara Nuttall and seconded

THAT the agenda of the regular Library Board meeting of January 19, 2012 be approved.

Carried.

Approval of Minutes

3. **Approval of Minutes - November 17, 2011**

Moved by Barry Fleming and seconded

THAT the minutes of the regular Library Board meeting of November 17, 2011 be approved.

Carried.

4. New Business

Election of Officers

4.1 Election of Officers

The Library Director assumed the position of Chair.

The Library Director conducted elections for Board Chair and Vice-Chair for 2012. It was noted that Katherine Fraser and Linda Martin had agreed to stand for re-election as Chair and Vice-Chair respectively. There being no further nominations from the floor, Katherine Fraser was declared elected as **Board Chair** by acclamation, and Linda Martin was declared elected as **Board Vice-Chair** by acclamation.

Katherine Fraser resumed the position of Chair for the remainder of the meeting.

2012 Appointments

4.2 2012 Appointments

The following 2012 Library Board appointments were confirmed by the Chair:

Barry Fleming agreed to continue as the Board's InterLINK representative for 2012; Peter Belanger will be the alternate. Errin Morrison agreed to stay on as the BCLTA trustee liaison; she will also continue as the third member of the Executive Committee of the Library Board. Barbara Nuttall will continue to serve as Chair of the Golf Committee, with Peter Belanger and Barry Fleming as additional board representatives.

It was also noted that Rosario Passos is currently the Library Board representative to the city's Arts & Culture Committee; and that Linda Martin is currently the Library Board representative to the city's Centennial Steering Committee.

Golf Committee Terms of Reference

4.3 Golf Committee Terms of Reference

The board discussed the revised Terms of Reference.

Moved by Barbara Nuttall and seconded

THAT the revised terms of reference for the Golf Committee be approved, as amended.

- **Under "Meetings", add *or at the call of the chair***
- **Under "Roles and Responsibilities - Committee Chair": first bullet, add *and sets agendas*; last bullet, change "Liaison" to *Provides direction to***

- Under Library Director, first and second bullets, change “Provides support and advice” to *Responsible for*

Carried.

InterLINK Budget 2012

4.4 InterLINK Budget 2012

Moved by Barry Fleming and seconded

THAT the Board endorse the proposed Year 2012 InterLINK operating budget.

Carried.

Board Work Plan 2012

4.5 Board Work Plan 2012

The Board Chair highlighted the accomplishments of the 2011 Board Work Plan, and reviewed the proposed 2012 Plan.

Moved by Peter Belanger and seconded

THAT the Board Work Plan for 2012 be approved as circulated.

Carried.

It was agreed that there would be no formal advocacy working group for 2012. It was also noted that, once the Community Needs Assessment Report is completed, its presentation to Council will be an opportunity for the Board to host an event showcasing a range of initiatives.

Reports from Library Staff

5. Reports from Library Staff

5.1 Library Director’s Report

The Library Director provided a brief verbal update, then asked the Board for comments on the format/content of future Director’s Reports. Trustees indicated a preference for brief, written monthly reports focussing on hot topics, issues and significant achievements.

5.2 Annual Reports from Library Departments

The 2011 annual reports from Adult Services, Youth Services, Circulation Services, Systems & Technical Services and Library Administration were received for information. Library staff were acknowledged by trustees for their impressive range of accomplishments in 2011.

Committee Reports

6. Reports from Board Committees/Representatives

6.1 Strategic Planning Working Group

Errin Morrison reviewed the timeline for the upcoming Community Survey and focus groups. Monday, January 30 at 7:00 pm was agreed upon as the date for a presentation of the final draft of the community survey to trustees.

6.2 Golf Committee

Barb Nuttall reported on progress-to-date. She indicated that proposals for expenditure of 2012 tournament proceeds will be presented at the February meeting of the Library Board. The Deputy Director confirmed that the two projects funded from 2010 and 2011 tournament proceeds (a children's library card campaign and "Links to Language" kits) will both be completed in 2012.

6.3 Arts & Culture Committee Report

The Chair read a written report from Rosario Passos on the last meeting of the Arts and Culture Committee. It was indicated that a Youth Festival will be held the last week of July. The theme is "Celebration of Youth"; this encompasses the literary/written arts and presents a collaboration opportunity for the Library. The Library Director will ask the Youth Services Librarian to follow up on this opportunity.

6.4 Centennial Steering Committee

Linda Martin gave a brief report on planning for the Centennial celebrations. She indicated that the library will be participating in at least one event. A full report will be brought to the February Board meeting.

6.5 BCLTA Report

Errin Morrison reported on staffing changes at BCLTA and the call for new board members. This year's BCLTA/BCLA conference will be held May 10-12 in Richmond. BCLTA are currently requesting nominations for trustee awards.

6.6 InterLINK Report

Barry Fleming reported on hot topics from the November 2012 meeting of the InterLINK Board of Directors.

Information Items

7. Information Items

7.1 Media Coverage

The media coverage package was received for information.

7.2 Customer Feedback

The customer feedback was received for information.

Adjournment

8. Adjournment

The meeting adjourned at 8:15 p.m.