

MINUTES

Port Moody Public Library Board  
Thursday, May 17, 2012  
ParkLane Room

---

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, May 17, 2012 in the ParkLane Room, Library.

**Present**

Katherine Fraser - Chair  
Peter Belanger  
Susan Croll  
Barry Fleming  
Errin Morrison  
Rosario Passos

**Regrets**

Linda Martin  
Barbara Nuttall  
Cllr. Zoë Royer

**In Attendance**

Lynne Russell, Director  
Maryn Ashdown, Acting Deputy Director

**Call to Order**

1. **Call to Order**

The Chair called the meeting to order at 7:00 p.m.

**Approval of Agenda**

2. **Approval of Agenda**

Moved by Barry Fleming and seconded

**THAT the agenda of the regular Library Board meeting of May 17, 2012 be approved.**

*Carried.*

**Consent Agenda**

3. **Consent Agenda**

Moved by Peter Belanger and seconded

**THAT all items on the consent agenda be approved or received for information as noted.**

*Carried.*

	<b>4. <u>New Business</u></b>
<b>Library Twitter Account</b>	<p><b>4.1 Library Twitter Account</b></p> <p>Maryn Ashdown gave a presentation on Twitter, highlighting the library's new Twitter account.</p>
<b>Fees &amp; Charges</b>	<p><b>4.2 Fees &amp; Charges</b></p> <p>The Director spoke to a report on fees and charges related to photocopying/printing and sale of USB flash drives.</p> <p>Moved by Barry Fleming and seconded</p> <p><b>THAT the fee for colour printing and copying be established at \$0.50 per copy.</b></p> <p>and</p> <p><b>THAT USB flash drives be made available for sale to the public at a cost of \$8.50 (including HST).</b></p> <p><i>Carried</i></p>
<b>Budget Submission Timelines</b>	<p><b>4.3 Budget Submission Timelines</b></p> <p>The Director reported that the deadline for submission of the Library's annual budget request to the City's Finance Department is likely to be July rather than September. This will mean that the library's budget proposal needs to be brought to the June meeting of the Library Board for discussion.</p>
<b>Year-end Event</b>	<p><b>4.4 Year-end Event</b></p> <p>It was agreed that the Board will have a year-end appreciation event in December to which library trustees, staff, volunteers and Mayor/Council are invited. The date of this event will be the evening of Thursday, December 6<sup>th</sup> in the Brovold Room.</p>
<b>Community Access Program</b>	<p><b>4.5 Community Access Program</b></p> <p>Erin Morrison spoke to a request from BCLTA for wider distribution of a letter to Industry Canada regarding the recently announced cut of the Community Access Program.</p> <p>Moved by Errin Morrison and seconded</p>

**THAT the Library Board forward the BCLTA letter to Industry Canada as requested, with a short covering letter suggesting a re-envisioning of the CAP grant as an option to be considered.**

The Director was asked to email information to the Board on Canadian Library Association advocacy activities concerning budget cuts at Library and Archives Canada.

- Library Director's Report**
- 5. Reports from Library Staff**
- 5.1 Library Director's Report**
- The Director's report was received for information.
- Financial Report**
- 5.2 Financial Report**
- The Director reviewed the Library's 2011 Statement of Financial Information (SOFI), indicating that this document was submitted to the Libraries & Literacy Branch (Department of Education) on May 15<sup>th</sup> as required.
- Strategic Planning Working Group**
- 6. Reports from Board Committees/Representatives**
- 6.1 Strategic Planning Working Group**
- Errin Morrison updated the Board on the community needs assessment project. Target is for the Community Needs Assessment Report to be presented to the Board at the August 23 regular meeting. Following on from the report, work on the library's new strategic plan will take place in September/October. A revised timeline will be presented at the June meeting of the Library Board.
- Golf Committee**
- 6.2 Golf Committee**
- Peter Belanger provided a brief progress report. The draft minutes of the May 8, 2012 Golf Committee meeting were received for information.
- Arts & Culture Committee Report**
- 6.3 Arts & Culture Committee Report**
- Rosario Passos provided a brief update on Arts and Culture Committee activities. She indicated that the Library's proposal for a Book Buzz Youtube contest, as part of this summer's Youth Festival, was accepted by the committee.

**BCLTA Report**

**6.4 BCLTA Report**

Errin Morrison reported on the BCLTA Annual General Meeting held on May 12, 2012. Barry Fleming reported briefly on sessions that he attended at the BC Library Conference in Richmond on May 11<sup>th</sup>.

**InterLINK Report**

**6.5 InterLINK Report**

The minutes of the March 27, 2012 meeting of the InterLINK Board of Directors were received for information.

**Adjournment**

**7. Adjournment**

The meeting adjourned at 8:30 p.m.