MINUTES

Port Moody Public Library Board
Thursday, November 22, 2012
ParkLane Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, November 22, 2012 in the ParkLane Room, Library.

Present

Katherine Fraser - Chair
Peter Belanger
Susan Croll
Errin Morrison
Barbara Nuttall
Rosario Passos

Regrets

Barry Fleming
Linda Martin
Cllr Zoë Royer

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 7:10 p.m.

Approval of Agenda

2. Approval of Agenda

Moved by Errin Morrison and seconded

THAT the agenda of the regular Library Board meeting of November 22, 2012 be approved, as amended.

Add the following three new business items:
- **lighting issues**
- **2013 Library capital budget request**
- **New Deputy Director**

Carried.

The meeting minutes will subsequently be renumbered to reflect the reordering of the agenda.

Consent Agenda

3. Consent Agenda

Moved by Errin Morrison and seconded

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

Carried.

4. New Business

Lighting Issues

4.1 Lighting Issues

Concern was raised about the quality of external lighting around the library perimeter and access areas, specifically: the crosswalk between the library and the recreation centre, the walkway behind the library, and the corner steps at the side of the library.

Moved by Peter Belanger and seconded

THAT the Library Board write a letter to the City expressing safety concerns about the quality of external lighting in library building access areas.

Carried.

2013 Library Capital Budget Request

4.2 2013 Library Capital Budget Request

The Board reviewed the Library's 2013 capital budget request and reconfirmed that the $10,000 request for movable book display units remains a priority for the Board.

Deputy Director Appointment

4.3 Deputy Director of Library Service Appointment

The Director announced the appointment of Michael DeKovan to the Deputy Director's position. His start date is January 21, 2013.

Library Holiday Closures 2013

4.4 Library Holiday Closures 2013

The Director referred to the recommendation on library holiday closures for 2013.

Moved by Barb Nuttall and seconded

THAT library holiday closures for 2013 be approved as circulated.

Carried.

Board Meeting Schedule 2013

4.5 Board Meeting Schedule 2013

The Director referred to the memo on a proposed Library

Board meeting schedule for 2013.

Moved by Errin Morrison and seconded

THAT the Library Board approve the schedule for regular meetings in 2013, as amended.

Amendment: Move the August meeting to August 22.

Carried.

Arts & Culture Committee Representative

4.6 Arts & Culture Committee Representative

Rosario Passos agreed to continue as the Library Board's representative on the City's Arts & Culture Committee.

Strategic Planning

4.7 Strategic Planning

There was a brief discussion about the Board's two recent strategic planning sessions with facilitator Daphne Wood. Errin Morrison briefly spoke to a draft mission, vision and priority areas document – and provided copies of the document to trustees. It was requested that trustees provide written feedback on the draft document to the Library Director by Monday, December 3rd . The Strategic Planning Working Group will then use the feedback to rework the draft document.

Links to Literacy Golf Tournament

4.8 Links to Literacy Golf Tournament

Discussion ensued on how to most effectively manage the 2013 golf tournament.

Moved by Susan Croll and seconded

THAT in principle, the Library Board proceed with an August golf tournament providing the library is able to contract an event planner.

Carried.

Moved by Peter Belanger and seconded

THAT the Terms of Reference be updated to ensure a trustee fulfills either the role of chair or vice-chair of the golf committee and is responsible for liaison with the Library Board.

Carried.

A draft revision to the Terms of Reference and other supporting information will be emailed to trustees for approval during the first week of December. The Director will work with Barbara Nuttall to confirm city policy and procedures for contracting with an event planner.

Board Meeting Agendas **4.9** **Board Meeting Agendas**

It was agreed that the Director will send trustees a call for agenda items prior to each Board meeting, as a way of ensuring trustee input. The Chair suggested the Board complete a self-evaluation, using a form that had previously been used by the Board for trustee feedback. She indicated that the resulting compilation would be a useful tool for evaluating Board effectiveness and identifying areas for improvement.

Moved by Susan Croll and seconded

THAT trustees complete the self-evaluation form and forward to the Director for compilation.

Carried.

5. **Reports from Board Committees/Representatives**

Centennial Committee **5.1** **Centennial Committee**

No report.

BCLTA **5.2** **BCLTA**

Errin Morrison encouraged trustees to attend the *Changing Times: Inspiring Libraries Summit* on December 6/7 in Vancouver. Also highlighted were BCLTA's new website (www.bclta.ca), upcoming governance workshops and Coquitlam Public Library's grand opening invitation.

InterLINK **5.3** **InterLINK**

No report.

Arts & Culture Committee **5.4** **Arts & Culture Committee**

No report.

Adjournment **6.** **Adjournment**

The meeting adjourned at 8:55 p.m.