

MINUTES

Port Moody Public Library Board
Thursday, June 19, 2014
ParkLane Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, June 19, 2014 in the ParkLane Room, Library.

Present

Linda Martin – Chair
Jacquie Boyer
Katherine Fraser
Barbara Nuttall
Jo-Anne Parneta
Cllr. Zoë Royer - *arrived at 7:45 p.m.*

Regrets

Errin Morrison
Susan Croll
Rosario Passos

In Attendance

Lynne Russell, Library Director
Michael DeKoven, 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.

Approval of Agenda

2. Approval of Agenda

Moved by Katherine Fraser and seconded

THAT the agenda of the regular Library Board meeting of June 19, 2014 be approved, as amended

Carried.

It was subsequently agreed to reorder agenda items 4.1 and 4.3 to the end of the New Business section.

Consent Agenda

3. Consent Agenda

Moved by Jo-Anne Parneta and seconded

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

- 3.1 Minutes of regular Library Board meeting of May 22, 2014**
- 3.2 Library Director's Report**
- 3.3 Media Coverage**

3.4 Customer Feedback

Carried.

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|--|-------------------------|---|
| Strategic Initiatives
Plan Progress Report | 4.
4.2 | <u>New Business</u>

Strategic Initiatives Plan Progress Report

A report on progress with 2014 strategic initiatives was received for information. |
| CLA/BCLTA
Conference Highlights | 4.4 | CLA/BCLTA Conference Highlights

Trustees Jo-Anne Parneta and Jacquie Boyer provided a brief report on workshops they attended at the BCLTA mini conference in Victoria. Michel DeKoven highlighted some new technologies on display at the trade show. |
| Advocacy Update | 4.5 | Advocacy Update

The need for advocacy with the provincial government related to recent changes affecting the Libraries Branch was discussed. In particular it was felt that more consultation and improved communication would be beneficial.

Moved by Jacquie Boyer and seconded

THAT the Library Board send a letter to the BC Library Trustees Association encouraging them to take a more proactive role with regards to recent provincial government decisions affecting the Libraries Branch.

And THAT the letter be copied to member library boards. |
| Information
Technology
Replacement Plan | 4.1 | <i>Carried.</i>

Cllr. Royer joined the meeting at 7:45 p.m.

Information Technology Replacement Plan

The Library Director spoke briefly to a report and recommendations for replacing the library's aging information technology infrastructure. The Deputy Director highlighted some new developments in this technology and showed a brief multimedia presentation. Discussion followed.

Moved by Katherine Fraser and seconded

THAT the Library Board direct staff to prepare a 2015 to |

2019 five year capital budget request for replacement of the library's information technology infrastructure based on recommendations in a report from the Library Director dated June 12, 2014.

AND THAT this budget request be based on conversion of existing self check-out and materials security related equipment to RFID (Radio Frequency Identification) technology.

AND THAT a business case for patron self check-in and automated materials handling equipment be prepared and included as a budget request option for consideration by the Library Board.

Carried.

Space Needs Analysis Update

4.3 Space Needs Analysis Update

The Board Chair gave a brief update on progress with the library Space Needs Analysis project. A proposal for services from Kasian Architecture has been accepted and work has commenced.

An interim report on analysis of options for expansion is anticipated by mid-July and a special meeting of the Library Board will be required to review this report. The Library Director was asked to poll trustees to determine their availability for a July meeting.

It was agreed that an update should be provided to Mayor and Council, preferably at the July 22 regular Council meeting. The Director was asked to follow up with the City Clerk.

It was also agreed that the final report should be presented to Mayor and Council once it has been received and discussed by the Library Board. It is anticipated that this will be in late September or early October.

5. Reports from Board Committees/Representatives

Council Representative

5.1 Council Representative's Trustee Update

Councillor Royer provided a brief update on items of potential interest to the Library Board including the Parks & Recreation Master Plan update and the Preschool Taskforce. She indicated that she would report back to Council on progress with the library Space Needs Analysis.

InterLINK

5.2 InterLINK

Errin Morrison's brief written report on the May 27, 2014 meeting of the InterLINK Board was received for information.

BCLTA

5.3

BCLTA

No report.

Golf Committee

5.4

Golf Committee

Barbara Nuttall reported that this year's Links to Literacy tournament finances are looking very positive. Trustees were asked to consider volunteering their time on the day, if they are not golfing in the tournament. There was also discussion about protocol for signing thank you letters to major sponsors. It was confirmed that the letters would be signed by both the Library Board Chair and the Golf Committee Chair.

Arts & Culture Committee

5.5

Arts & Culture Committee

No report.

Round Table

6.

Round Table

Barb Nuttall circulated an article on the use of blackboard doors for expressing creativity.

Adjournment

7.

Adjournment

The meeting adjourned at 9:05 p.m.