

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, September 17, 2015**  
**ParkLane Room**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, September 17, 2015 in the ParkLane Room, Library.

**Present**

Errin Morrison (Chair)  
Jacquie Boyer  
Katherine Edmunds (Fraser)  
Pat Merrett  
Rosario Passos  
Cllr. Zoë Royer  
Dave Zille

**Regrets**

Bob Elliott  
Linda Martin  
Jo-Anne Parneta

**In Attendance**

Lynne Russell, Library Director  
Michael DeKoven, Deputy Director  
Dayna Solem, Administrative Assistant  
Corene Maret Brown, Youth Services Librarian

**Call to Order**

1. **Call to Order**

The Chair called the meeting to order at 7:05 p.m.

**Approval of Agenda**

2. **Approval of Agenda**

Moved by Rosario Passos and seconded

**THAT the agenda of the regular Library Board meeting of September 17, 2015 be approved, as amended:**

- **Remove item 4.4 Library Annual Report from the agenda.**

*Carried.*

**Consent Agenda**

3. **Consent Agenda**

Moved by Cllr. Royer and seconded

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

- 3.1 Minutes of regular Library Board meeting of August 20, 2015 (approval)
- 3.2 Library Director's Report (information)
- 3.3 Media Coverage (information)
- 3.4 Customer Feedback (information)

*Carried.*

4. New Business

**Reading Link Challenge**

4.1 Reading Link Challenge

Corene Maret Brown, Youth Services Librarian, gave an informative presentation on the library's participation in the Reading Link Challenge program. This participation has been funded by proceeds from the Links to Literacy Golf Tournament.

*Corene Maret Brown left the meeting at 7:28 pm.*

**Library 2016-2020 Financial Plan Submission**

4.2 Library 2016-2020 Financial Plan Submission

The Board reviewed the Library's draft financial plan submission.

The Director clarified that the Library has been included in the City's budgeting for a new or upgraded web content management system. There is, thus, no need for the Library Board to submit a separate Operating Project request for this item. The Director was asked to report back regularly to the Library Board on progress with the web content management system initiative.

Moved by Cllr. Royer and seconded

**THAT the Library Board approve the 2016 – 2020 Financial Plan submission as presented and forward to the City's Finance Department.**

*Carried.*

The Board Chair will present the Library's draft budget submission to Council at a Committee of the Whole meeting on Tuesday, October 6, 2015 at 7 pm.

**Library Work Plan**

4.3 Library Work Plan

The Director reviewed some options for managing the library's annual Strategic Initiative Plan (team work plan) and communicating progress, including the comprehensive

dashboard being used by the City. It was agreed that, at this time, the library should continue to use their existing system. The Board expressed great interest in the City's new open data system and asked the Library Director to prioritize all opportunities to contribute library data to this initiative.

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

**Council Representative**

**5.1 Council Representative**

Cllr. Royer reported that building envelope repairs to the Civic Centre and Recreation Centre buildings have been a topic of much discussion at recent Council meetings. Cllr. Royer also passed around copies of the City's new Community Guide, highlighting an article on library services.

**InterLINK Board Representative**

**5.2 InterLINK Board Representative**

Errin Morrison reported that she will be attending a full day InterLINK Board strategic planning session on October 17. She referred trustees to the InterLINK Executive Director's Report which was included with the agenda package.

**Golf Committee**

**5.3 Links to Literacy Golf Tournament Committee**

Jacque Boyer reported briefly on this year's golf tournament which took place on August 25. The Committee's wrap up meeting will be held September 25.

**Arts & Culture Committee**

**5.4 Arts & Culture Committee Representative**

Jacque Boyer noted that the September 3<sup>rd</sup> meeting has been rescheduled to September 28. The main topic on the agenda will be the Arts & Culture Master Plan.

**BCLTA**

**5.5 BCLTA Liaison**

Errin Morrison highlighted the following:

- BCLTA/BCLA will have a booth at the Sept 21-25 UBCM conference.
- There is an upcoming meeting of various library associations with the Minister of Education.
- The Library Directors' compensation survey will soon be released.
- Surrey Public Library has recently released a report on the monetary value of a library card.

**Round Table**

**6. Round Table**

Jacqui Boyer congratulated staff on the success of the Summer Reading Club Ceremony which was held on August 29.

**Adjournment**

**7. Adjournment**

The meeting adjourned at 8:45 p.m.