

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, October 15, 2015**  
**ParkLane Room**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, October 15, 2015 in the ParkLane Room, Library.

**Present**

Linda Martin (Chair)  
Jacquie Boyer  
Katherine Edmunds (Fraser)  
Bob Elliott  
Pat Merrett  
Errin Morrison  
Jo-Anne Parneta  
Rosario Passos  
Dave Zille

**Regrets**

Cllr. Zoë Royer

**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 7:50 p.m.

**Approval of Agenda**

**2. Approval of Agenda**

Moved by Jacquie Boyer and seconded

**THAT the agenda of the regular Library Board meeting of October 15, 2015 be approved**

*Carried.*

**Consent Agenda**

**3. Consent Agenda**

Moved by Dave Zille 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 September 17, 2015 (approval)**

**3.2 Library Director's Report (information)**

**3.3 Media Coverage (information)**

### 3.4 Customer Feedback (information)

*Carried.*

#### 4. New Business

#### Library Board Meeting Schedule 2016

##### 4.1 Library Board Meeting Schedule 2016

The Library Director spoke briefly to the proposed Library Board meeting schedule for 2016.

Moved by Pat Merrett and seconded

**THAT the schedule for Regular Meetings of the Library Board in 2016 be approved as circulated.**

*Carried.*

#### Library Holiday Closures 2016

##### 4.2 Library Holiday Closures 2016

The Library Director provided background information to the recommendation on library holiday closures for 2016.

Moved by Rosario Passos and seconded

**THAT the list of library holiday closures for 2016 be approved as circulated.**

*Carried.*

#### Update on Budget Presentation

##### 4.3 Update on Budget Presentation

The Board Chair provided an update on the Library 2016 Operating budget and Capital budget presentation to the Council Committee of the Whole on October 6. The 2014 Library Annual Report was provided to Council in advance of the presentation.

#### 2016 Committee Appointments and Succession Planning

##### 4.4 2016 Committee Appointments and Succession Planning

The Board Chair reviewed opportunities for trustee committee/liaison appointments in 2016. Trustees were asked to contact the Board Chair for more information.

It was noted that trustees, whose current term expires at the end of 2015, must reapply for appointment for another term by November 15, 2015.

- 5. Reports from Board Committees/Representatives**
- Library Board Chair**      **5.1**      Library Board Chair  
 No report.
- Council Representative**      **5.2**      Council Representative  
 No report.
- InterLINK Board Representative**      **5.3**      InterLINK Board Representative  
 Errin Morrison reported that she will be attending a full day Strategic planning session on October 17 to help guide the completion of a governance manual and 2016-2019 strategic plan. She referred to the Public Library InterLINK's 2014 Annual Report which was included with the agenda package.
- Golf Committee**      **5.4**      Links to Literacy Golf Tournament Committee  
 The minutes of the September 25, 2015 meeting were attached for information.
- BCLTA**      **5.5**      BCLTA Liaison  
 Errin Morrison reported that the TOP (Trustee Orientation Program) is now available via webinar. Participation in this program is recommended for all new trustees.
- Arts & Culture Committee**      **5.6**      Arts & Culture Committee Representative  
 Jacquie Boyer noted that a review of the Arts & Culture master plan is currently underway. A subgroup also looked at nominations for the Arts & Culture award.  
 The Board Chair thanked trustees who attended the, very successful, new adult library card launch on October 1.
- Round Table**      **6. Round Table**  
 Trustees were reminded to RSVP to the Director or Administrative Assistant regarding attendance at the December 3<sup>rd</sup> end of year get together.
- Adjournment**      **7. Adjournment**  
 The meeting adjourned at 8:30 p.m.