

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, November 19, 2015**  
**ParkLane Room**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, November 19, 2015 in the ParkLane Room, Library.

**Present**

Linda Martin (Chair)  
Jacquie Boyer  
Katherine Edmunds (Fraser)  
Errin Morrison  
Jo-Anne Parneta  
Rosario Passos  
Cllr. Zoë Royer  
Dave Zille

**Regrets**

Bob Elliott  
Pat Merrett

**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 7:40 p.m.

**Approval of Agenda**

2. **Approval of Agenda**

Moved by Dave Zille and seconded

**THAT the agenda of the regular Library Board meeting of November 19, 2015 be approved**

*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 October 15, 2015 (approval)**

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

**3.3 Media Coverage (information)**  
**3.4 Customer Feedback (information)**

*Carried.*

**4. New Business**

**Strategic Initiatives  
Plan Progress  
Report**

**4.1 Strategic Initiative Plan 2015 – Progress Report**

The Library Director provided a progress report on the 2015 Strategic Initiatives Plan achievements. A more comprehensive end-of year report will be provided at the January meeting.

**Arts & Culture  
Committee Nominee**

**4.2 Arts & Culture Committee Nominee**

Jacque Boyer agreed to be the nominee for the Library Board's representative on the Arts & Culture Committee. The Director will forward the nomination details to the Committee Clerk.

**Informal Book  
Exchanges**

**4.3 Informal Book Exchanges**

The Director spoke to her report on informal book exchanges. Considerable discussion followed.

Moved by Jacque Boyer and approved

**THAT the Library actively encourage informal book exchanges in the community through information provision, promotion and outreach activities such as book swaps.**

*Carried.*

**Fundraising**

**4.4 Fundraising**

A discussion took place on Library Board fundraising processes and procedures. It was agreed that guidelines and criteria (including a checklist) need to be developed for assessing fundraising ideas and suggestions in a timely manner. The discussion broadened and there was general agreement that strengthening community support and awareness of the library, and its value, are an important aim of initiatives related to partnerships, cooperation, advocacy, promotion and fundraising. It was suggested that a Library Board working group might be a useful mechanism for vetting such ideas and initiatives.

Moved by Errin Morrison and seconded

**THAT the Library Board establish a working group tasked with assessing ideas and opportunities for strengthening the library's community profile and support.**

*Carried*

Jacque Boyer, Jo-Anne Parneta, Rosario Passos and Dave Zille agreed to be members of this working group.

The working group was asked to draft the following documents for consideration by the Library Board at their next meeting, which is in January:

- A terms of reference (including a working group name).
- A checklist for evaluating ideas and opportunities.

It was mentioned that, should the working group require a decision on these documents prior to the January meeting, the Library Board Chair needs to be advised. Board policy permits the Chair to conduct an email vote in certain circumstances.

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

**Library Board Chair**

**5.1 Library Board Chair**

The Board Chair briefly reported on a meeting with Mayor Clay.

**Council Representative**

**5.2 Council Representative**

Cllr. Royer indicated that a motion was approved at the last Finance Committee meeting to identify a funding source for the Library Renovation Project for the purposes of the public budget consultation.

**InterLINK Board Representative**

**5.3 InterLINK Board Representative**

Errin Morrison reported on progress with completion of InterLINK's new Strategic Plan and its new Governance Manual. Both documents are due to be presented and approved early in 2016.

**BCLTA**

**5.4 BCLTA Liaison**

No report.

**Arts & Culture  
Committee**

**5.5 Arts & Culture Committee Representative**

Jacque Boyer reported that the committee is in the process of selecting banner submissions. This year's theme is diversity.

**Round Table**

**6. Round Table**

Katherine Edmunds was acknowledged for her work on the Library Board over the past eight years.

Linda Martin thanked everyone for their support of her as Board Chair over the past three years.

**Adjournment**

**7. Adjournment**

The meeting adjourned at 9:10 p.m.