

MINUTES

Port Moody Public Library Board
Thursday, January 21, 2016
ParkLane Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, January 21, 2016 in the ParkLane Room, Library.

Present

Linda Martin (Chair)
Jacquie Boyer
Bob Elliott
Cllr. Barbara Junker
Pat Merrett
Errin Morrison
Dave Zille

Regrets

Jo-Anne Parneta
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.

Cllr. Barbara Junker was welcomed and introductions were made around the table.

Approval of Agenda

2. Approval of Agenda

Moved by Bob Elliott and seconded

THAT the agenda of the regular Library Board meeting of January 21, 2016 be approved.

Carried.

Consent Agenda

3. Consent Agenda

Moved by Errin Morrison and seconded

THAT all items on the consent agenda, except the Library Director's report, be approved or received for information as noted.

- 3.1 Minutes of regular Library Board meeting of November 19, 2015 (approval)
- 3.2 Library Director's Report (information)
- 3.3 Correspondence
- 3.4 Media Coverage (information)
- 3.5 Customer Feedback (information)

Carried.

The Library Director's report was moved out of the Consent Agenda. The Director highlighted the Budget Stakeholder Workshop on January 28 and indicated that trustees should have received an Evite from the City. The Board Chair asked for trustee volunteers to help staff the Library's information table at this event. Jacquie Boyer agreed to participate.

4. New Business

Library Strategic Initiatives Plan

4.1 Library Strategic Initiatives Plan

The Library Director spoke briefly to the Year-end Report on 2015 Achievements. The draft 2016 Strategic Initiatives Plan was reviewed in more detail and feedback invited. Trustees indicated general agreement with the draft 2016 Strategic Initiatives Plan.

Library Activity Statistics 2015

4.2 Library Activity Statistics 2015

The Deputy Director spoke to his report highlighting key library activity statistics for 2015 with five year or longer trend detail. The data provides a look at customer use of library collections and services including the number of items borrowed, active cardholders, in-house visits, reference questions answered, and programs.

Staff were asked to provide the Board with historical annual statistics on the number of new cardholders.

Board Opportunities 2016

4.3 Board Opportunities 2016

The Chair asked trustees to email the Library Director if they are able to commit to any of the volunteer opportunities listed on the information sheet. It was noted that other events requesting trustee participation may arise during the year.

Working Group Report

4.4 Working Group Report

This item was deferred to the February meeting.

Election of Officers

4.5 Election of Officers

Linda Martin reminded trustees that she would not be standing for Board Chair in 2016 and thanked everyone for their support over the last three years.

The Library Director conducted elections for the Board Chair and Vice-Chair for 2016. It was noted that Errin Morrison and Rosario Passos had agreed to stand for election as Chair and Vice-Chair respectively. There being no further nominations from the floor, Errin Morrison was declared elected as Library Board Chair for 2016 by acclamation, and Rosario Passos was declared Library Board Vice-Chair by acclamation.

Errin Morrison assumed the role of meeting Chair at 8:00 pm. Errin thanked Linda Martin for her years of service as Library Board Chair.

Committee Representatives 2016

4.6 Committee Representatives 2016

The Library Board 2016 committee representatives were confirmed or reconfirmed as follows:

- Arts & Culture Committee: Jacquie Boyer
- InterLINK Board of Directors: Rosario Passos (Alternate: Errin Morrison)
- BCLTA Liaison: Dave Zille
- Library Board Executive Committee: Errin Morrison, Rosario Passos and Jo-Anne Parneta.

5. Reports from Board Committees/Representatives

InterLINK Board Representative

5.1 InterLINK Board Representative

The 2016 InterLINK provisional budget, the InterLINK draft Governance Manual, and the InterLINK draft Finance Control policy were provided for information. There were no comments or questions to be communicated back to the InterLINK Board of Directors.

- BCLTA** **5.2** BCLTA Liaison
- A BCLTA information update was emailed to trustees prior to the meeting. Errin Morrison reported that the new BCLTA Executive Director is Barbara Kelly.
- Arts & Culture Committee** **5.3** Arts & Culture Committee Representative
- Jacque Boyer provided a brief update on Arts & Culture Committee activities. She noted that the next meeting will be held February 10.
- 6.** **Information Items**
- Release of Information from Closed Meeting** **6.1** Release of Information from Closed Meeting
- The following resolution was released from the Closed Library Board meeting held on November 19, 2015:
- THAT the Library Board discontinue its annual Links to Literacy Golf Tournament.*
- Roundtable** **7.** **Roundtable**
- There was a brief roundtable discussion.
- Library staff were asked to report back at the February Library Board Meeting with more statistical details on the success of the recently launched Library App.
- Linda Martin was thanked again for serving as Library Board Chair for the last three years.
- Adjournment** **8.** **Adjournment**
- The meeting adjourned at 8:32 p.m.