

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, April 21, 2016**  
**ParkLane Room**

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

**Present**

Errin Morrison (Chair)  
Bob Elliott  
Cllr. Barbara Junker  
Pat Merrett  
Jo-Anne Parneta  
Rosario Passos  
Dave Zille

**Regrets**

Jacque Boyer  
Linda Martin

**In Attendance**

Lynne Russell, Library Director  
Michael DeKoven, Deputy Director

**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 Jo-Anne Parneta and seconded

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

*Carried.*

**Consent Agenda**

**3. Consent Agenda**

Moved by Bob Elliott 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 March 17, 2016 (approval)**

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

- 3.3 Letter from Mari Martin, Director Libraries Branch, dated 31 March 2016 regarding Library Operations Grants
- 3.4 Media Coverage (information)
- 3.5 Customer Feedback (information)

*Carried.*

**4. New Business**

**Books and Library Collections Reserve**

**4.1 Books and Library Collections Reserve**

A proposed strategy for expenditure of funds from the Books and Library Collections Reserve was discussed. The goal of this strategy is to ensure that, in addition to funding future initiatives, these funds are used to address more immediate needs related to collection maintenance and the overall age of the collection.

Moved by Rosario Passos and seconded

**THAT any year-end transfers to the Books and Library Collections Reserve be allocated as follows: 50% to remain in the reserve to fund future new or expanded collections; and 50% to be spent on collection maintenance projects.**

*Carried.*

The Director clarified that, with respect to this motion, specific collection maintenance projects will be brought forward for Board approval on an annual basis.

She also confirmed that this does not preclude library staff from also bringing forward proposals for start-up of new collections for funding from the Books & Library Collections reserve.

**Tri-Cities Local Immigration Project**

**4.2 Tri-Cities Local Immigration Project**

The Library Director spoke briefly to the recently released Tri-Cities Local Immigration Partnership (TCLIP) Strategic Plan 2016-2019. She indicated that the library has participated in the TCLIP for the last two years, and contributed to the development of this Strategic Plan.

**Library Renovation Project**

**4.3 Library Renovation Project**

The Library Director provided an update on the status of the Library Board's capital budget request for the Library Immediate Space Needs Renovation project. She indicated that the City's Finance Committee had approved a motion to forward the 2016-2020 Operating and Capital Financial Plans (which include the Library Renovation project) to Council for approval. The first 3 readings of the Financial Plan & Tax Rates Bylaws will take place at the Council Meeting on April 26, with Adoption at the Council meeting on May 10.

**Library Board Self-Evaluation**

**4.4 Library Board Self-Evaluation**

Trustees discussed whether or not the Library Board should participate in a self-evaluation in 2016 as part of their governance responsibilities.

Moved by Jo-Anne Parneta and seconded

**THAT the Library Board proceed with a self-evaluation in 2016.**

*Carried.*

Discussion ensued regarding which self-evaluation form to use. It was suggested that an email vote could be taken to follow up on this matter between meetings.

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

**Library Board Chair**

**5.1 Library Board Chair**

No report.

**Council Representative**

**5.2 Council Representative**

ClIr Junker indicated that her update had been covered under item 4.3. She also mentioned that she may be unable to attend the June meeting of the Library Board.

**InterLINK Board Representative**

**5.3 InterLINK Board Representative**

Pat Merret reported on the InterLINK Board meeting held in April.

The InterLINK Strategic Plan 2016-2019 was briefly discussed.

Moved by Cllr Junker and seconded

**THAT the InterLINK Strategic Plan 2016-2019 be received for information.**

*Carried.*

An email request from InterLINK regarding trustee interest in attending an Outcome Measurement session on June 15 (7 to 9 pm) was also discussed. The Library Director was asked to advise InterLINK that two trustees are potentially interested in attending.

**BCLTA**

**5.4 BCLTA Liaison**

Dave Zille encouraged trustees to attend the BCLTA conference in May. To-date two trustees (Dave Zille and Pat Merrett) have expressed interest in possibly attending.

**Arts & Culture Committee**

**5.5 Arts & Culture Committee Representative**

Jacquie Boyer's email report was received for information.

**Roundtable**

**6. Roundtable**

There was a brief roundtable discussion.

- Jo-Anne Parneta highlighted the upcoming "Hello Port Moody" campaign sponsored by the Port Moody Foundation.
- The Director was asked to follow-up with more information on an existing Port Moody Public Library Facebook page which is not the library's official page.

**Adjournment**

**7. Adjournment**

The meeting adjourned at 8:30 p.m.