

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, August 25, 2016**  
**ParkLane Room**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, August 25, 2016 in the ParkLane Room, Library.

**Present**

Errin Morrison (Chair)  
Jacquie Boyer  
Linda Martin  
Pat Merrett  
Rosario Passos  
Dave Zille

**Regrets**

Bob Elliott  
Cllr. Barbara Junker  
Jo-Anne Parneta

**In Attendance**

Michael DeKoven, Deputy Director

**Call to Order**

**1. Call to Order**

The Chair called the meeting to order at 7:00 p.m.

**Approval of Agenda**

**2. Approval of Agenda**

Moved by Pat Merrett and seconded

**THAT the agenda of the regular Library Board meeting of August 25, 2016 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 June 16, 2016 (approval)**

- 3.2 Minutes of special Library Board meeting of July 28, 2016 (approval)
- 3.3 Library Director's Report (information)
- 3.4 Letter from John Schaub, Board Chair, Public Library InterLINK dated July 15, 2016 re: compensation payment for net provision of library services (information)
- 3.5 Media Coverage (information)
- 3.6 Customer Feedback (information)

*Carried.*

**4. New Business**

**Library 2017 Budget Submission**

**4.1 Library 2017 Budget Submission**

A report from the Library Director regarding the proposed approach to the Library's 2017 budget submission was discussed. Trustees indicated that they were satisfied with the general direction for the submission set out in the report.

In response to specific issues mentioned in the report, trustees requested that:

- An operating project request be prepared for one-time funding associated with preparation of a new Five Year Strategic Plan for the Library in 2017.
- The operating budget allocate sufficient funding for the Library to work towards a collection budget target of the InterLINK average.
- The automated materials handling system be included as a capital project request for 2017.

Moved by Rosario Passos and seconded

**THAT the Library Director prepare a detailed draft 2017 budget submission for review by the Library Board at their September meeting and THAT this submission be based on the approach outlined in the Director's "Library 2017 Budget Submission" report.**

*Carried*

**ParkLane Meeting Room Bookings**

**4.2 ParkLane Meeting Room Bookings**

A report from the Library Director regarding general booking guidelines for the ParkLane Room following the Library renovation was discussed.

Moved by Pat Merrett and seconded

**That the Board recommend the following general booking guidelines for the ParkLane Room effective January 2017:**

- **That the room be available for booking during library open hours only.**
- **That the room be removed from the City's rental booking system for external booking.**
- **That priority use be for library programs.**
- **That the room continue to be available for internal City staff booking for meetings and similar quiet activities.**

*Carried*

The Library Director was asked to take the necessary steps to implement this recommendation.

**Library Renovation Project Update**

**4.3 Library Renovation Project Update**

The Deputy Director provided a brief verbal update on the Library renovation project.

**Library Board Succession Planning**

**4.4 Library Board Succession Planning**

Various matters related to succession planning for Library Board trustees were discussed. The Board Chair reminded trustees that current terms for three trustees (Bob Elliott, Rosario Passos and Dave Zille) expire at the end of 2016; and that they will need to reapply for another two year term. Also, Linda Martin will be completing her maximum 8 years as a trustee in December 2016; and Errin Morrison has indicated she will not continue on the Board in 2017.

Use of a Board Qualities Matrix to help identify where community representation on the Board could be strengthened was discussed. A matrix used by the Board in 2009 was reviewed; some trustees felt that there were broader criteria, such as being able to commit to attending meeting, which should also be included. It was agreed that the Board Chair would email the 2009 version of the matrix to trustees who will be continuing on the Board in 2017 asking them to complete it.

