

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, April 20, 2017**  
**ParkLane Room**

---

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, April 20, 2017 in the ParkLane Room, Library.

**Present**

Rosario Passos (Chair)  
Afton Bell  
Jacquie Boyer  
Bill Lawrie  
Pat Merrett  
Jo-Anne Parneta  
Dave Zille

**Apologies**

Bob Elliott  
Cllr. Zoë Royer

**In Attendance**

Lynne Russell, Library Director  
Dayna Solem, Administrative Assistant

**Call to Order**

1. **Call to Order**

The Chair called the meeting to order at 8:05 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 20, 2017 be approved.**

*Carried.*

**Consent Agenda**

3. **Consent Agenda**

Moved by Jacquie Boyer 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 16, 2017 (approval)**
- 3.2 **Library Director's Report (information)**
- 3.3 **Media Coverage (information)**
- 3.4 **Customer Feedback**

*Carried.*

**4. New Business**

**Partnerships Policy**

**4.1 Partnerships Policy**

The Library Director spoke to a draft Partnerships Policy (D8) and proposed changes to policy D5 Library Programs. Discussion followed.

Some minor wording changes to policy D8 were suggested as follows:

4.1 The first sentence should read: "The Library seeks to develop partnerships to:"

4.3 Delete the 3<sup>rd</sup> sentence. The 2<sup>nd</sup> sentence should read: "As partnerships grow and succeed, formal agreements will be developed as appropriate."

Moved by Jo-Anne Parneta and seconded

**THAT the Board approve the new Partnerships policy (D8) as amended;**

**AND THAT the Board approve revisions to the Library Programs policy (D5) as circulated.**

*Carried.*

**Board Opportunities**

**4.2 Board Opportunities**

The Library Director spoke to the volunteer opportunities sign-up sheet. Jacquie Boyer, Pat Merrett and Bill Lawrie volunteered to assist at the Summer Reading Club Medal Ceremony and at Celebrate the Season. Dave Zille volunteered to assist at the Summer Reading Club Medal Ceremony. Other trustees were asked to email the Director if able to commit their time to either event.

**Strategic Planning Working Group**

**4.3 Strategic Planning Working Group**

The Chair thanked trustees for their expressions of interest in participating in Library Strategic Planning.

Moved by Afton Bell and seconded

**THAT the Library Board establish a Strategic Planning Working Group, consisting of Rosario Passos, Afton Bell, Jacquie Boyer, Bill Lawrie, Michael DeKoven and Lynne Russell, to guide the Board's strategic planning process.**

*Carried.*

Next steps will be to create a terms of reference for the working group and guidelines for moving forward.

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

**Library Board Chair**

**5.1** Library Board Chair

The Board Chair requested that trustees advise her well in advance of any requests for a revised Library Board meeting start time.

**BCLTA**

**5.2** BCLTA Liaison

Dave Zille indicated that he, Bill Lawrie and Afton Bell will be attending this week's BCLTA conference or associated workshops. It was noted that the BCLTA bulletins will now be emailed bi-monthly with Board briefings every other month. The advocacy resources on the BCLTA website were recommended.

**Public Library InterLINK**

**5.3** Public Library InterLINK

No report.

**Arts & Culture Committee**

**5.4** Arts & Culture Committee Representative

Jacquie Boyer reported briefly on the May 3 meeting of the Arts & Culture Committee. She highlighted a draft Sustainability Report Card that had been presented to the committee for feedback.

**Roundtable**

**6. Roundtable**

There was a brief roundtable discussion.

**Adjournment**

**7. Adjournment**

The meeting adjourned at 8:57 p.m.