

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, November 23, 2017**  
**ParkLane Room**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, November 23, 2017 in the ParkLane Room, Library.

**Present**

Rosario Passos (Chair)  
Afton Bell  
Jacquie Boyer  
Bill Lawrie  
Pat Merrett  
Jo-Anne Parneta  
Cllr. Zoë Royer - *arrived at 7:38 p.m.*  
Dave Zille

**Apologies**

Bob Elliott

**In Attendance**

Lynne Russell, Library Director  
Michael DeKoven, Deputy Director  
Dayna Solem, Administrative Assistant  
Heather Hadley, Collections & Technical Services Coordinator

**Call to Order**

**1. Call to Order**

The Chair called the meeting to order at 7:17 p.m. and welcomed Heather Hadley to the meeting. Round table introductions were made.

**Approval of Agenda**

**2. Approval of Agenda**

Moved by Jo-Anne Parneta and seconded

**THAT the agenda of the regular Library Board meeting of November 23, 2017 be approved.**

*Carried.*

**Consent Agenda**

**3. Consent Agenda**

Moved by Bill Lawrie 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 19, 2017 (approval)
- 3.2 Library Director's Report (information)
- 3.3 Media Coverage (information)
- 3.4 Customer Feedback (information)

*Carried.*

4. New Business

**Collections & Technical Services Update**

4.1 Collections & Technical Services Update

Michael DeKoven, Deputy Director, and Heather Hadley, Collections & Technical Services Coordinator, provided an overview of the Collections & Technical Services' strategic accomplishments for 2017. The Chair thanked them for their hard work and commitment to library services.

*Heather Hadley left the meeting at 7:38 p.m.*

**Library Renovation Project**

4.2 Library Renovation Project Update

The Director distributed a written update on progress with the Library Renovation project since the last Library Board Meeting. She highlighted loan statistics during the three weeks immediately preceding the library closure, which nearly double 2016 statistics with 64,000 items checked out. The Director indicated that the staff relocation to temporary space for the duration of the closure went smoothly, as did the packing and storage of furniture and equipment from the area under renovation.

The Chair thanked staff for their efforts during this period.

**Library Annual Report 2016**

4.3 Library Annual Report 2016

The draft 2016 Library Annual Report was presented for information. Trustees were invited to send any feedback on the draft report to the Director.

**Public Library Grants for 2017 Quarter 2**

4.4 Public Library Grants for 2017 Quarter 2.

The letter from the Ministry of Education on Conveyance of Public Library Grants 2017 for Quarter 2, and the grant allocations summary document, was received for information. The Quarter 2 funding is comprised of the Resource Sharing, BC OneCard, and Equity/Literacy grants.

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

**Library Board Chair**

**5.1 Library Board Chair**

Rosario Passos gave a brief update on recent Board activities. She provided a reminder that the Board will need to elect a Chair and Vice-Chair at their January meeting and encouraged trustees to consider standing for one of these positions.

Rosario indicated that Dave Zille will be acting chair during her absence from December 1, 2017 to approximately January 15, 2018.

**BCLTA**

**5.2 BCLTA Liaison**

No report.

**Public Library InterLINK**

**5.3 Public Library InterLINK**

Pat Merrett indicated that she had completed an InterLINK Board self-evaluation form. There was no further report.

**Arts & Culture Committee**

**5.4 Arts & Culture Committee Representative**

Jacque Boyer provided a brief update on the Arts & Culture Committee's initiatives.

**Roundtable**

**6. Roundtable**

There was a brief roundtable update.

**Adjournment**

**7. Adjournment**

The meeting adjourned at 8:30 p.m.