

MINUTES

Port Moody Public Library Board
Thursday, August 23, 2018

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, August 23, 2018 in the ParkLane Room, Library.

Present

Pat Merrett (Chair)
Daphne Herberts
Bill Lawrie
Cllr. Hunter Madsen – *arrived at 7:05 p.m.*
Jo-Anne Parneta
Dave Zille

Regrets

Afton Bell
Bob Elliott
Rosario Passos

In Attendance

Marc Saunders, Library Director
Michael DeKoven, Deputy Director
Dayna Solem, Administrative Assistant
Cllr. Zoë Royer

Call to Order

1. Call to Order

The Chair called the meeting to order at 7:01 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 August 23, 2018 be approved

Carried.

Consent Agenda

3. Consent Agenda

Moved Dave Zille and seconded

THAT all items on the consent agenda be approved or received for information as amended:

Add to 5. Reports from Board Committees /Representatives, Item 5.5 Strategic Plan Working Group

- 3.1 Minutes of regular Library Board meeting of June 21, 2018 (approval)
- 3.2 Correspondence (for information)
- 3.3 Library Director's Report (information)
- 3.4 Library Annual Report (for information)
- 3.5 Media Coverage (information)
- 3.6 Customer Feedback (information)

Carried.

4. New Business

Budget Submission

4.1 Budget Submission

The 2019 Budget Submission documents were received for information and discussion.

Based on direction received, the 2019 budget will include a year subscription to CELA. The Director was asked to reassess this program in a year. A 2% increase will be made to the collections budget.

A detailed draft 2019 budget submission based on the approach outlined in the Director's report, and including the above noted items, will be presented to the Library Board for approval at the September meeting.

Public Library Operating Grants 2018

4.2 Public Library Operating Grants 2018

A letter and attachment from Mari Martin, Director of Libraries Branch relating to the 2018 provincial library grant allocations were received for information.

The chart in the Library Director's report for the 2018 Grant total should read as \$109,273.

Board Succession Planning

4.3 Board Succession Planning

The Library Act has been changed to make appointments in November, rather than December, to be consistent with the new October date for general local elections. This requires the Library Board to consider succession planning at an earlier date than expected.

The Library Board Policy manual will be updated to reflect the Library Act change relating to board appointments.

Moved by Bill Lawrie and seconded

THAT Board Policy B2 Board Appointments, item 2 be revised as follows:

Regular appointments to the Library Board shall be made each November at the first regular meeting of the Municipal Council.

Carried.

Trustees were asked to return completed Board Qualities Matrix forms to the Director. The compilation of responses will be reported back to the Board for discussion at the September meeting.

Library Logo

4.4 Library Logo

The Director spoke to his recommendation to replace the Library logo.

Moved by Bill Lawrie and seconded

THAT the Director of Library Services initiate the process to replace the Library's logo.

Carried.

Cllr. Royer left the meeting at 8:15 p.m.

Automated Materials Handling System

4.5 Automated Materials Handling System

The Director's report on the AMHS was discussed.

Moved by Daphne Herberts and seconded

THAT the Library Automated Material Handling System project included in the 2017 capital budget be put on hold indefinitely and the \$85,000 in funds be returned to the Library's Technology Reserve Fund.

Carried.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Library Board Chair

The Chair gave a brief update on library activities. She requested a thank you card from the board for her nephew who volunteered for the library at Car-Free Day.

BCLTA	5.2	BCLTA No report.
Public Library InterLINK	5.3	Public Library InterLINK No report.
Arts & Culture Committee	5.4	Arts & Culture Committee No report.
Strategic Plan Working Group	5.5	Strategic Plan Working Group Eight consultants have received the RFQ which has a closing date of September 4. The Working Group were asked to forward the Director available dates to review quotes and select a consultant.
Roundtable	6.	<u>Roundtable</u> There was a brief roundtable.
Adjournment	7.	<u>Adjournment</u> The meeting adjourned at 8:47 p.m.