

MINUTES

Port Moody Public Library Board
Thursday, September 20, 2018

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, September 20, 2018 in the ParkLane Room, Library.

Present

Pat Merrett (Chair)
Afton Bell
Bob Elliott
Daphne Herberts
Bill Lawrie
Cllr. Hunter Madsen
Jo-Anne Parneta

Regrets

Rosario Passos
Dave Zille

In Attendance

Marc Saunders, Library Director
Michael DeKoven, Deputy Director
Dayna Solem, Administrative Assistant

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 Daphne Herberts and seconded

THAT the agenda of the regular Library Board meeting of September 20, 2018 be approved as amended:

Remove first sentence from Item 4.2 Library Board Qualities Matrix Results

And

Add Item 4.4 Letter to Greg Down, Chair Public Library InterLINK

Carried.

Consent Agenda

3. **Consent Agenda**

Moved Bill Lawrie and seconded

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

- 3.1 Minutes of regular Library Board meeting of August 23, 2018 (approval)**
- 3.2 Correspondence (for information)**
- 3.3 Library Director's Report (information)**
- 3.4 Media Coverage (information)**
- 3.5 Customer Feedback (information)**

Carried.

4. New Business

Budget Submission

- 4.1** Library 2019-2023 Financial Plan Budget Submission

The Library Director presented the Library's draft 2019-2023 Five Year Financial Plan, based on the approach outlined in the Director's report dated September 14, 2018.

Moved by Afton Bell and seconded

THAT the Library's 2019-2023 Five Year Financial Plan submission be approved and forwarded to the City's Financial Department.

Carried.

Library Board Qualities Matrix Results

- 4.2** Library Board Qualities Matrix Results

The summary of responses to the Library Board Qualities Matrix were reviewed. It was concluded the Board would be strengthened if a future trustee(s) had legal, financial and fundraising expertise. There should be an emphasis on improving demographic diversity. This information will be passed on to Legislative Services to inform Council.

Cllr. Hunter Madsen left the meeting at 8:00 p.m.

Library Statistics – Year-to-date

- 4.3** Library Statistics – Year-to-date

The Library Director provided a year-to-date summary of library statistics.

Moved by Daphne Herbets and seconded

THAT the Board receive the Library Statistics memo as information.

Carried.

**Letter to Greg Down,
Chair Public Library
InterLINK**

- 4.4** Letter to Greg Down, Chair Public Library InterLINK
- The Library will acknowledge the Resource Sharing Grant of \$53,569 from Public Library InterLINK in a letter from the Board Chair.

5. Reports from Board Committees/Representatives

Board Chair

- 5.1** Library Board Chair
- The Board Chair indicated that the annual Board Get-together with invitations to Mayor, Council, and library staff will take place on Thursday, December 6.

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
- City staff are currently preparing a service agreement for Cornerstone Planning Group, who was selected for the strategic planning consulting services.
- The staff survey has been completed.

Roundtable

- 6. Roundtable**
- There was a brief roundtable discussion.

Adjournment

- 7. Adjournment**
- The meeting adjourned at 8:40 p.m.