

MINUTES

Port Moody Public Library Board
Thursday, November 15, 2018

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, November 15, 2018 in the ParkLane Room, Library.

Present

Pat Merrett (Chair)
Afton Bell
Jacquie Boyer
Chris Dunnett
Bob Elliott
Daphne Herberts
Bill Lawrie
Cllr. Hunter Madsen – *arrived at 7:04pm*
Jo-Anne Parneta
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 7:01 p.m. and welcomed new Library Board trustees Jacquie Boyer and Chris Dunnett.

Approval of Agenda

2. Approval of Agenda

Moved by D. Herberts and seconded

THAT the agenda of the regular Library Board meeting of November 15, 2018 be approved as amended

Add item 6 In-camera session.

Carried.

Consent Agenda

3. Consent Agenda

Moved J. Boyer and seconded

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

- 3.1 Minutes of regular Library Board meeting of October 18, 2018 (approval)
- 3.2 Correspondence (none)
- 3.3 Media Coverage (information)
- 3.4 Customer Feedback (information)

Carried.

It was noted that the Director’s Report will be included as a New Business item to facilitate discussion.

4. New Business

Board Chair and Vice-Chair Elections

4.1 Board Chair and Vice-Chair Elections

In accordance to section 7(1) of the Library Act, the Library Director took the Chair and conducted the election for Board Chair.

P. Merrett was nominated as Library Board Chair and accepted the nomination. There being no further nominations, P. Merrett was declared re-elected as Board Chair by acclamation.

P. Merrett resumed the role of meeting Chair.

The Chair called for nominations for the position of Board Vice-Chair.

D. Zille was nominated as Board Vice-Chair and accepted the nomination. There being no further nominations, D. Zille was declared re-elected as Board Vice-Chair by acclamation.

Committee Representatives 2019

4.2 Committee Representatives 2019

Library-related committee representatives for a one-year term were discussed and confirmed as follows:

- BCLTA Liaison: D. Zille
- InterLINK Board of Directors: B. Lawrie / Alternate: D. Herbets
- Arts & Culture Committee: J. Boyer
- Library Board Executive Committee (3rd member): A. Bell

Director’s Report

4.3 Library Director’s Report

The Library Director called for comments or questions, and provided additional detail to his report.

Moved by J. Parneta and seconded

THAT the Library Director's Report as per memo dated November 7, 2018 be received for information.

Carried.

Library Policy Update Report

4.4 Library Policy Update Report

Moved by J. Boyer and seconded

THAT the Library Director initiate the process of revising and updating the Library's policy manual beginning in 2019.

Carried.

Statistics and Charts in Preparation for Strategic Planning

4.5 Statistics and Charts in Preparation for Strategic Planning

There was discussion on how the statistics and charts provided might assist in informing the strategic planning process.

Moved by D. Herberts and seconded

THAT the Library Director's report "Statistics and Charts in Preparation for Strategic Planning Meeting" be received for information.

Carried.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Library Board Chair

The Chair reminded trustees of upcoming Board activities.

BCLTA

5.2 BCLTA

D. Zille gave a brief update on the trustee orientation program and upcoming BCLTA conference.

Public Library InterLINK

5.3 Public Library InterLINK

No report.

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| Arts & Culture Committee | <p>5.4 Arts & Culture Committee</p> <p>C. Dunnett and J. Boyer provided a brief update on the Arts and Culture Committee.</p> |
| Strategic Plan Working Group | <p>5.5 Strategic Plan Working Group</p> <p>The Director indicated that the public survey closes on November 21 and that he would forward the compiled results to trustees for feedback.</p> <p><i>D. Solem left the meeting at 8:10pm.</i></p> |
| In-camera session | <p>6. Move to in-camera session</p> <p>Moved by A. Bell and seconded</p> <p>THAT this section of the meeting be closed to the public.</p> <p><i>Carried.</i></p> <p>Rise and report</p> <p>Moved by J. Parneta and seconded</p> <p>THAT a leave of absence as recommended by the Library Director beginning January 15, 2019 until March 30, 2019 for a staff member be approved.</p> <p><i>Carried.</i></p> <p>The meeting moved out of in-camera and returned to a public forum at 8:20 p.m.</p> |
| Roundtable | <p>7. <u>Roundtable</u></p> <p>There was a brief roundtable discussion.</p> <p>Cllr. Madsen was thanked for his service to the Library Board this past year.</p> |
| Adjournment | <p>8. <u>Adjournment</u></p> <p>The meeting adjourned at 8:26 p.m.</p> |