

**MINUTES**

**Port Moody Public Library Board**  
**Thursday, October 17, 2019**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, October 17, 2019 in the ParkLane Room, Library.

**Present**

Pat Merrett (Chair)  
Afton Bell  
Jacquie Boyer  
Chris Dunnnett  
Daphne Herberts  
Jo-Anne Parneta  
Dave Zille

**Regrets**

Bill Lawrie  
Cllr. Zoë Royer

**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. Four students from Douglas College were acknowledged and welcomed as guests.

**Approval of Agenda**

**2. Approval of Agenda**

Moved by A. Bell and seconded

**THAT the agenda of the regular Library Board meeting of October 17, 2019 be approved.**

*Carried.*

**Consent Agenda**

**3. Consent Agenda**

Moved by J. Parneta and seconded

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

**3.1 Minutes of regular Library Board meeting of September 19, 2019 (approval)**

**3.2 Correspondence (none)**

**3.3 Media Coverage (information)**  
**3.4 Customer Feedback (information)**

*Carried.*

**4. New Business**

**Finance Projections Report; Revenue, Expenses and Estimates**

**4.1 2019 Finance Projections Report**

The 2019 Finance Projections Report was received for information and discussion. It was noted that surplus funds will be used to reupholster Library chairs.

**Library Director's Report**

**4.2 Library Director's Report**

The Director's Report was received for information.

The Director highlighted the UBCM Resolutions Committee endorsement on recommendation 99 made by the Select Standing Committee on Finance for sustainable library funding.

**Board Meeting Schedule**

**4.3 Board Meeting Schedule**

Moved by J. Parneta and seconded

**THAT the draft Board Meeting Schedule for 2020 be approved.**

*Carried.*

**Holiday Closure Schedule Report; 2020 Holiday Closures – Draft**

**4.4 Holiday Closure Schedule Report; 2020 Holiday Closures**

Moved by D. Zille and seconded

**THAT the draft Holiday Closures for 2020 be approved.**

*Carried.*

**Proposal for Self-Checkout Unit Operating system Upgrades**

**4.5 Proposal for Self-Checkout Unit Operating system Upgrades**

Moved by J. Parneta and seconded

**THAT the Library Board request \$12,000 be transferred from the Library's Technology Reserve fund to upgrade the self-checkout units to Windows 10.**

*Carried.*

It was noted that Item 4.5 under Cost Analysis, title should read: Cost of Self-Checkout Operating System Upgrade.

**Proposal for Digital Early Learning Hub Tech Refresh**

**4.6** Proposal for Digital Early Learning Hub Tech Refresh

Moved by D. Herberts and seconded

**THAT the Library Board request \$8,600 be transferred from the Library's Technology Reserve fund to refresh the Digital Early Learning Hub technology.**

*Carried.*

**Proposal for Portable Computer Lab Refresh**

**4.7** Proposal for Portable Computer Lab Refresh

Moved by A. Bell and seconded

**THAT the Library Board request \$12,000 be transferred from the Library's Technology Reserve fund to refresh the Portable Computer Lab laptop computers.**

*Carried.*

**Proposal for Library Event Tent**

**4.8** Proposal for Library Event Tent

Moved by J. Parneta and seconded

**THAT the Library Board request \$2,900 be transferred from the Library's Investment Trust Account to purchase a branded Library tent for public events.**

*Carried.*

**Proposal to Rejuvenate Raise-a-Reader Storytime Kits**

**4.9** Proposal to Rejuvenate Raise-a-Reader Storytime Kits

Moved by C. Dunnett and seconded

**THAT the Library Board approve the expenditure of up to \$7,100 from the Library Books & Collections Reserve to rejuvenate the Library's Storytime Kits.**

*Carried.*

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

**Board Chair**

**5.1** Update from Library Board Chair

The Chair gave a brief update on Board activities.

Trustees were encouraged to attend the budget presentation to council on October 22, 2019 at 7pm.

**BCLTA**

**5.2 BCLTA**

D. Zille reminded trustees of the email on advocating the library to local candidates in the upcoming election.

**Public Library InterLINK**

**5.3 Public Library InterLINK**

The InterLINK 2018 Year in Review and the September 24, 2019 Board Meeting Summary were distributed on table for information.

**Arts & Culture Committee**

**5.4 Arts & Culture Committee**

A brief report was provided on the Arts & Culture Committee.

**Roundtable**

**6. Roundtable**

There were comments made around the table.

**Adjournment**

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The meeting adjourned at 7:49 p.m.