



**MINUTES**

**Port Moody Public Library Board**  
**Thursday, February 17, 2022**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, February 17, 2022 via Zoom.

**Present**

Jacquie Boyer  
Chris Dunnett  
Kasturi Ghosh  
Daphne Herberts  
Bill Lawrie  
Pat Merrett  
Valerie Simons  
Jennifer Smith  
Cllr. Megan Lahti

**In Attendance**

Marc Saunders, Library Director  
Danielle Hubbard, Deputy Director  
Dayna Solem, Administrative Assistant

**Guest**

Robert Simons, President, Port Moody Foundation

**Call to Order**

**1. Call to Order**

The Chair called the meeting to order at 7:02 p.m.

**Approval of Agenda**

**2. Approval of Agenda**

Moved by B. Lawrie and seconded

**THAT the agenda of the regular Library Board meeting of February 17, 2022 be approved**

*Carried.*

**Presentation – Port Moody Foundation**

**3. Presentation – Port Moody Foundation**

R. Simons, President of the Port Moody Foundation provided information on the Library's investments with the Foundation.

**Consent Agenda**

**4. Consent Agenda**

Moved by V. Simons and seconded

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

- 4.1 Minutes of the regular Library Board meeting of January 20, 2022 (approval)**
- 4.2 Correspondence (Accessible BC Act)**
- 4.3 Media Coverage (none)**
- 4.4 Customer Feedback (see Director's Report)**
- 4.5 Library Activity Overview (for information)**
- 4.6 Revenue and Expenses to January 2022 (for information)**
- 4.7 Liability Insurance (for information)**

*Carried.*

**5. New Business**

**Library Director's Report**

**5.1 Library Director's Report**

The Director's Report was received for information.

**Incident Report Summary for 2021**

**5.2 Incident Report Summary for 2021**

The Director provided a general summary on employee and patron incidents that occurred in 2021.

**Provincial Grants Report 2021**

**5.3 Provincial Grants Report 2021**

The Chair called for questions or comments on the Provincial Grants Report.

Moved by B. Lawrie and seconded

**THAT the Provincial Library Grants Report 2021 be approved.**

*Carried.*

**Fund Development Report**

**5.4 Fund Development Report**

The Director provided a report of funds held by the Port Moody Public Library. A discussion on funds development will be included in the upcoming Mission, Vision, and Values sessions.

**Board Agenda Plan for 2022**

**5.5 Board Agenda Plan**

The Chair indicated that the Board Agenda Plan for 2022 has been revised as requested.

**Project Proposal to Replace OPAC Computers**

**5.6 Project Proposal to Replace Online Public Access Computers**

The Director presented a proposal to replace five of the public catalogues.

Moved by V. Simons and seconded

**THAT the Library Board approve the expenditure of up to \$5,300 from the Library's Future Capital Reserve to replace five (5) OPAC computers in 2022.**

*Carried.*

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

**Board Chair**

**6.1 Update from Library Board Chair**

The Chair encouraged trustees to fill out the city's budget survey open until February 28.

**Policy Review Committee**

**6.2 Policy Review Committee**

A policy matrix will be developed to reference for future policy planning.

**BCLTA**

**6.3 BCLTA**

D. Herberts encouraged trustees to subscribe to the BCLTA bulletins.

**Public Library InterLINK**

**6.4 Public Library InterLINK**

B. Lawrie provided a brief informational update highlighting that V. Simons has agreed to serve as the Public Library InterLINK alternate representative.

**Arts & Culture Committee**

**6.5 Arts & Culture Committee**

J. Boyer gave a brief update on the Arts & Culture Committee.

**Roundtable**

**7. Roundtable**

There was a brief roundtable.

The Director indicated that the consultant for the Mission, Vision, and Values sessions is available for June 24 and 25. Trustees will be surveyed on meeting in-person vs.

electronically.

**Adjournment**

**8. Adjournment**

The meeting adjourned at 8:51 p.m.