



**MINUTES**

**Port Moody Public Library Board**  
**Thursday, September 15, 2022**

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, September 15, 2022 in the ParkView room.

**Present**

Daphne Herberts (Chair)  
Jacquie Boyer  
Chris Dunnett  
Kasturi Ghosh  
Bill Lawrie  
Pat Merrett  
Cllr. Meghan Lahti  
Jennifer Smith

**Regrets**

Valerie Simons

**In Attendance**

Marc Saunders, Library Director  
Heather Hadley, Deputy Director  
Ilene Cadette, Interim Administrative Assistant

**Call to Order**

**1. Call to Order**

The Chair called the meeting to order at 6:50 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 September 15, 2022 be approved**

*Carried.*

**Consent Agenda**

**3. Consent Agenda**

Moved by J. Smith and seconded.

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

**3.1 Minutes of the regular Library Board meeting of July 21, 2022 (approval)**

**3.2 Correspondence**

- a. InterLINK letter re: 2022 funding
- b. InterLINK letter of acknowledgement from Board Chair

- 3.3 Media Coverage (for information)
- 3.4 Customer Feedback (for information)
- 3.5 Library Activity Overview (for information)
- 3.6 Revenue and Expense Report to July 31, 2022 and August 31, 2022

*Carried.*

**4. New Business**

**Library Director's Report**

- 4.1 Library Director's Report

The Director's report was received for information.

- 1) Library 2023-2027 Financial Plan Submission Report;
- 2) Operating GL Summary 2023-2027

- 4.2 Library 2023 Budget Submission

Moved by C. Dunnett seconded.

**THAT the library's 2023-2027 Five Year Financial Plan submission be approved and forwarded to the City of Port Moody's Finance Department.**

*Carried.*

**2023 Library Holiday Closure Schedule (Draft)**

- 4.3 2023 Library Holiday Closure Schedule

Moved by J. Smith seconded.

**THAT the proposed 2023 Holiday Closure Schedule be approved.**

*Carried.*

**Accessible BC Act Implementation**

- 4.4 Accessible BC Act Implementation

For information and discussion

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

**Board Chair**

**5.1 Update from Library Board Chair**

The Mission, Vision, Values review process continues to be delayed.

D. Herberts, M. Saunders, B. Lawrie, and J. Boyer handed out medals at the Summer Reading Club ceremony. Thank you to all the library staff for a fun day for families.

The Board Open House was held on September 12. Several applications have been received. The deadline for applications is October 9. Trustees were asked to encourage any interested parties to submit their application by this deadline.

**Policy Review Committee – Recommendation to Waive Charges**

**5.2 Policy Review Committee**

The Policy Review Committee met last month and is currently working on a Code of Conduct for the Board.

**Public Library InterLINK**

**5.3 Public Library InterLINK**

The next InterLINK board meeting will be held on September 20.

**Arts & Culture Committee**

**5.4 Arts & Culture Committee**

The Frantic Breeze Fast Film Festival was held on Saturday, September 10 to great success.

**Roundtable**

**6. Roundtable**

There was a brief roundtable.

**Adjournment**

**7. Adjournment**

The meeting adjourned at 7:45 p.m.