



## Minutes

### Regular Meeting - Port Moody Public Library Board

Thursday, April 20, 2023

7:00 p.m.

ParkView Room

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, April 20, 2023 in the ParkView Room.

#### **Present**

Daphne Herberts (Chair)  
Jacquie Boyer  
Kasturi Ghosh  
Jennifer Kasuya  
Bill Lawrie  
Amy Lubik, Council Representative  
Jennifer Smith  
Valerie Simons

#### **Regrets**

Brenda Seraphim

#### **In Attendance**

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

#### **1. Call to Order**

The Chair called the meeting to order at 7 pm.

#### **2. Approval of Agenda**

Moved by B. Lawrie and seconded.

**THAT the April 20, 2023 Library Board meeting agenda be approved.**

*Carried.*

#### **3. Consent Agenda**

Moved by B. Lawrie and seconded.

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

- 3.1 Minutes of regular Library Board meeting of March 16, 2023 (for approval)
- 3.2 Media Coverage (for information)
- 3.3 Library Activity Overview to March 31, 2023 (for information)

3.4 Revenue and Expense Report to March 31, 2023 (for information)

*Carried.*

4. **New Business**

**Director's Report**

4.1 **Library Director's Report**

The Library Director's Report was received for information.

**Fund Development Report**

4.2 **Fund Development Report – Annual Update**

Moved by K. Ghosh and seconded.

**THAT an *ad hoc* committee of the library board be created to provide recommendations on the future direction of fund development for the library.**

Members to join this committee will be selected at the next meeting.

*Carried.*

**Report on 2022 SOFI**

4.3 **2022 Statement of Financial Information (SOFI)**

Moved by V. Simons and seconded.

**THAT the library's 2022 Statement of Financial Information be approved.**

J. Smith requested that the person who prepared the report be available for questions next time.

*Carried.*

**Provincial Library Grants 2023 – Report**

4.4 **Provincial Grant Report**

Moved by J. Smith and seconded.

**THAT the Library Board send a letter of thanks to the Minister of Municipal Affairs acknowledging the Public Libraries Provincial Grants Allocations for 2023 as well as the Enhancement Grant.**

M. Saunders provided further background information on the grant allocation. Information on any spending restrictions is expected soon.

*Carried.*

**Mission, Vision,  
Values**

**4.5 Mission, Vision, Values**

M. Saunders consolidated the feedback received since the last meeting, editing where required to conform to the library's writing guidelines. A document outlining the criteria for selecting the statements, as well as the final selections, was tabled. Using SLIDO the Board then voted on the various elements. M. Saunders to prepare the final selections for an affirmation exercise at the next meeting.

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

**Board Chair**

**5.1 Update from Library Board Chair**

The BCLTA have had a personnel change.

The March 21 budget presentation to council went well.

MLA Rick Glumac recently called to express appreciation for the work done by the Board and library staff.

A reminder that the presentation to council on the need for a new library facility will take place on May 9. Board members are encouraged to attend if possible.

May 6 is the Fingerling Festival as well as Free Comic Book Day.

**Policy Review  
Committee**

**5.2 Policy Review Committee**

Moved by J. Boyer and seconded.

**Code of Conduct  
Policy**

**THAT the Library Board approve the proposed revision of the *Code of Conduct* policy.**

This policy change is to close a hole that has been created by the decriminalization of hard drug use. It removes ambiguity and allows Police to enforce non-use of drugs in the library if required.

*Carried.*

**InterLINK Board  
Information**

**5.3 Public Library InterLINK**

V. Simons reviewed the information, noting that Port Moody is one of the largest net-lender libraries (used by non-resident borrowers) in the InterLINK network and has been for the past decade.

Three free courses are available to trustees:

- Indigenous Awareness;
- Indigenous Relationships;
- Safe Harbour – Introduction to Diversity and Inclusion

V. Simons will send information on how to sign up for these to the board members.

**Arts, Culture &  
Heritage Committee**

**5.4 Arts, Culture & Heritage Committee**

This committee has now met, reviewed the Council's strategic plan and been informed of their responsibilities. They will meet again next month.

**6. Roundtable**

A brief roundtable was held.

**7. In-Camera (*no in-camera meeting planned*)**

No in-camera meeting was held.

**8. Adjournment**

The meeting was adjourned at 8.38 p.m.