



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, July 20, 2023

7:00 p.m.

ParkView Room

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

Present

Daphne Herberts (Chair)
Jacquie Boyer
Kasturi Ghosh
Jennifer Kasuya
Bill Lawrie – arrived at 7:26 pm
Amy Lubik, Council Representative
Brenda Seraphim
Valerie Simons
Jennifer Smith

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 7:07 p.m.

2. Approval of Agenda

Moved by V. Simons and seconded.

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

Carried.

3. Consent Agenda

Moved by B. Seraphim 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 June 15, 2023 (for approval)

3.2 Media Coverage (for information)

3.3 Library Activity Overview to June 30, 2023 (for information)

3.4 Revenue and Expense Report to June 30, 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.

Assessment of Sunday Hours

4.2 Assessment of Sunday Hours

The report was discussed. The board chose to proceed with budgeting based on scenario 3 with the understanding that the actual opening hours would be discussed at a future meeting. Should activity levels indicate additional resources are required, this will be brought to the board's attention.

2024 Budget Submission

4.3 Library 2024 Budget Submission

Direction was provided to prepare the budget for final approval based on scenario 3 of the Assessment of Sunday hours report. A meeting to be held on Monday, July 24, 2023 at noon via Zoom to approve the final budget to be presented to City Council.

Deferred to July 24, 2023.

Library Board Recruitment

4.4 Library Board Recruitment Process – Annual Review

New board members were asked their opinion of the recruitment process. The Open House information session was deemed beneficial.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

The board chair expressed appreciation for the social media encouragement for residents to cool down in the library and the welcoming attitude of staff.

Policy Review Committee

5.2 Policy Review Committee

This committee did not meet in the past month and will reconvene in the fall.

**Fund Development
Committee**

5.3 Fund Development Committee

The committee is information gathering at this time and will meet soon.

InterLINK

5.4 Public Library InterLINK

They have not met in the past month.

**Arts, Culture &
Heritage Committee**

5.5 Arts, Culture & Heritage Committee

They are three members short and looking for replacements. Ghost Town day will be completely reimagined this year. They are reviewing grant applications. The Art Shuffle Walk was well attended and successful.

6. Roundtable

A brief roundtable was held.

7. In-Camera (*Agenda sent separately*)

An in-camera meeting was held.

8. Adjournment

The regular meeting was adjourned at 8:45 pm.

Minutes of the Special Meeting of the Port Moody Public Library Board held on Monday, July 24, 2023 via Zoom.

Present

Daphne Herberts (Chair)
Jacquie Boyer
Brenda Seraphim
Valerie Simons
Jennifer Smith

Regrets

Kasturi Ghosh
Jennifer Kasuya
Bill Lawrie
Amy Lubik, Council Representative

In Attendance

Marc Saunders, Library Director
Ilene Cadette, Administrative Assistant

1. Call to Order

The Chair called the meeting to order at 12.05 pm

2. Approval of Agenda

Moved by J. Boyer and seconded.

THAT the July 24, 2023 Library Board special meeting agenda be approved.

Carried.

3. New Business

Library 2024 Budget

3.1 Library 2024 Budget Approval

The budget was prepared based on the discussion at the July 20th board meeting to include 4 additional Circulation Assistant hours per week and one additional open hour each Sunday.

Moved by V. Simons and seconded.

THAT the library's 2024-2028 Five Year Financial Plan submission be approved and forwarded to the City of Port Moody's Finance Department.

Carried.

4. **Adjournment**

The special meeting was adjourned at 12:10 pm.