



Agenda

Regular Meeting - Port Moody Public Library Board

Thursday, September 21, 2023

7:00 p.m.

ParkView Room

	1. Call to Order
Agenda (pp 1-3)	2. Approval of Agenda
	Recommendation: THAT the September 21, 2023 Library Board meeting agenda be approved.
	3. Consent Agenda
Minutes July 20 (pp 4-6)	3.1 Minutes of regular Library Board meeting of July 20, 2023 (for approval)
Minutes July 24 (pp 7-8)	3.2 Minutes of the special Library Board meeting of July 24, 2023 (for approval)
Media Coverage (via email)	3.3 Media Coverage (for information)
Library Activity Report (pp 9-10)	3.4 Library Activity Overview (for information)
1) Staff Report Revenue and Expense Report August 31 (p 11)	3.5 Revenue and Expense Report to August 31, 2023 (for information)
2) Revenue and Expense Report to August 31 (pp 12-17)	
Acknowledgement letter to InterLINK (p 18)	3.6 Correspondence
	Recommendation THAT all items on the consent agenda be approved or received for information as noted.

4. New Business

- Director's Report (pp 19-32)** 4.1 Library Director's Report
For information and discussion.
- 1) **Staff Report (p 33)** 4.2 Revised 2022 SOFI Report
2) **Revised 2022 SOFI Report (pp 34-48)** For information and discussion.
- Staff Report (pp 49-51)** 4.3 Enhancement Grant Update
For information and discussion.
- 1) **Strategic Plan Proposal (pp 52-53)** 4.4 Strategic Planning Proposal
2) **2024-2028 Strategic Planning Process (pp 54-56)** Recommendation
THAT the Library Board approves the proposed process for the 2024-2028 Strategic Plan including the expenditure of up to \$25,000 from the Enhancement Grant to hire a consultant to help create the plan.
- 1) **ILS Migrate to Hosted Service Proposal (pp 57-58)** 4.5 ILS Migration to Hosted Service Proposal
2) **Horizon ILS Migration to Hosted Service (pp 59-60)** Recommendation
THAT the Library Board approves the proposal to migrate the library's integrated library system (ILS) to a hosted service including the expenditure of up to \$60,000 from the Enhancement Grant,
AND THAT the Library Board approves this as a single source agreement with SirsiDynix.
- 1) **Staff Report (pp 61-62)** 4.6 Annual Report
2) **Draft 2022 Annual Report (pp 63-68)** Recommendation
Option 1: Retain Status Quo and approve the draft annual report for the website
THAT the Library Board approves the 2022 Annual Report.
Option 2: Stop the current practice
THAT staff are to discontinue the practice of creating annual reports other than the required Public Library Operating Grant Report.
Option 3: Do something different
3a - **THAT staff invest greater resources in the creation of an annual report with approval to spend up to \$2,000 from the Enhancement Grant on consultation services.**

3b - **THAT staff invest greater effort in a library webpage that chronicles PMPL's achievements from the previous year.**

- 1) **Staff Report (p 69)**
- 2) **Draft – 2024 Holiday Closure Schedule (p 70)**

4.7 Library Holiday Closure Schedule
Recommendation

THAT the proposed 2024 Holiday Closure Schedule be approved.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

Policy Review Committee

5.2 Policy Review Committee
Recommendation #1

- 1) **Amendment to the Fees and Charges Policy Report (pp 71-72)**
- 2) **Draft – Fees and Charges Policy (pp 73-75)**
- 3) **Amendment to the Membership Policy (pp 76-77)**
- 4) **Draft – Membership Policy (pp 78-80)**
- 5) **Amendment to the Mission Vision Values Policy (p 81)**
- 6) **Draft – Mission, Vision, Values Policy (p 82)**

THAT the Library Board approves amending the *Fees and Charges* policy by reducing late fees for Adult DVDs from 50¢ a day to 25¢ a day, and for Children's DVDs from 25¢ a day to 10¢ a day.

AND THAT the proposed wording for reinstatement of library privileges be updated to allow for patrons transitioning from a junior to an adult card to have their suspensions lifted barring exceptional circumstances.

Recommendation #2

THAT the Library Board approves amending the proposed *Membership* policy to create a low barrier library card for those without a fixed address or insufficient proof of residency.

Recommendation #3

THAT the Library Board approves amending the proposed *Mission, Vision and Values* policy to reflect the changes approved at the June 15, 2023 board meeting.

InterLINK

5.3 Public Library InterLINK

Arts, Culture & Heritage Committee

5.4 Arts, Culture & Heritage Committee

6. Roundtable

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

8. Adjournment
