



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, January 18, 2024

7:00 p.m.

Via Zoom

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, January 18, 2024 via Zoom.

Present

Daphne Herberts (Chair)
Jacquie Boyer
Kasturi Ghosh
Jennifer Kasuya
Stephanie Lam
Bill Lawrie
Callan Morrison, Council Representative
Brenda Seraphim
Debbie Shaw

Regrets

None

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 7:02 p.m.

Agenda

2. Approval of Agenda

Moved by B. Lawrie and seconded.

THAT the January 18, 2024 Library Board meeting agenda be approved.

Carried

3. Consent Agenda

Moved by K. Ghosh 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 November 16, 2023 (for approval)
- 3.2 Media Coverage (for information)
- 3.3 Library Activity Overview (for information)
- 3.4 Library Board Meeting Schedule

Carried

	4. <u>Special Orders</u>
Election of Board Chair	<p>4.1 Election of Board Chair</p> <p>In accordance to section 7(1) of the <i>Library Act</i>, the Library Director took the Chair and conducted the election for Board Chair.</p> <p>D. Herberts was nominated at Library Board Chair and accepted the nomination. There being no further nominations, D. Herberts was declared elected as Board Chair by acclamation.</p>
Election of Board Vice-Chair	<p>4.2 Election of Board Vice-Chair</p> <p>The Chair called for nominations for the position of Board Vice-Chair.</p> <p>B. Seraphim was nominated for the position of Board Vice-Chair and accepted the nomination. There being no further nominations, B. Seraphim was declared elected as Board Vice-Chair by acclamation.</p>
Committee Representatives 2024	<p>4.3 Committee Representatives 2024</p> <p>Library-related committee representatives for a one-year term were discussed and confirmed as follows:</p> <ul style="list-style-type: none"> • BCLTA Liaison: D. Herberts • InterLINK Board of Directors: J. Boyer • InterLINK Board Alternate: J. Kasuya • Arts, Culture & Heritage Committee: B. Lawrie • Library Board Executive Committee (3rd member): J. Boyer <p>4.4 Ad Hoc Committee Appointments</p> <ul style="list-style-type: none"> • Policy Review Committee: J. Boyer and S. Lam
	5. <u>New Business</u>
Library Director's Report	<p>5.1 Library Director's Report</p> <p>The Director's report was received for information.</p>
Provisional 2024 InterLINK Budget	<p>5.2 Provisional 2024 InterLINK Budget</p> <p>Moved by B. Lawrie and seconded</p> <p>THAT the provisional 2024 Public Library InterLINK Budget be received for information and discussion.</p> <p><i>Carried</i></p>
Financial Summary Report	<p>5.3 Financial Summary to December 31, 2023</p> <p>The financial summary report was received for information.</p>

Enhancement Grant	5.4	<p>Enhancement Grant Update</p> <p>The Enhancement Grant update was received for information.</p>
Incident Report	5.5	<p>Incident Report Summary for 2023</p> <p>The Incident Report Summary was received for information.</p>
2024 Holiday Closure Schedule – Amended	5.6	<p>Correction to Library Hours</p> <p>Moved by B. Lawrie and seconded</p> <p>THAT the 2024 Holiday Closure Schedule be approved as amended.</p> <p><i>Carried</i></p>
	6.	<u>Reports from Board Committees/Representatives</u>
Board Chair Update	6.1	<p>Update from Library Board Chair</p> <ul style="list-style-type: none"> • The Public Library Operating Grant report will be presented for approval at the February board meeting. • The consultants preparing the strategic plan will also be making a presentation at the February meeting. • The Board Chair encouraged all to visit the City website and fill in the budget survey. • The library’s 80th anniversary party will be held on February 29, 2024. • Honourable Anne Kang, Minister of Municipal Affairs, toured the library on November 24, 2023, together with MLA Rick Glumac. Thank you to the trustees who were also able to attend to represent the library.
Policy Review Committee	6.2	<p>Policy Review Committee</p> <p>This committee has not met since the last board meeting.</p>
InterLINK	6.3	<p>Public Library InterLINK</p> <p>B. Lawrie spoke about the function and importance of InterLINK.</p>
Arts, Culture & Heritage Committee	6.4	<p>Arts, Culture & Heritage Committee</p> <p>B. Lawrie attended the meeting on January 11. New members were welcomed and the year’s plan discussed.</p>
	7.	<u>Roundtable</u>
		<p>A brief roundtable was held.</p>

8. **In-Camera (no in-camera meeting)**

No in-camera meeting was held.

9. **Adjournment**

The meeting was adjourned at 8:30 p.m.