



## Minutes

### Regular Meeting - Port Moody Public Library Board

Thursday, March 21, 2024

7:00 p.m.

Brovold Room

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, March 21, 2024 in the Brovold Room.

#### **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

#### **Guest**

Jo-Anne Parneta, Port Moody Foundation (left at 7.10 p.m.)

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

The Chair called the meeting to order at 7:00 p.m.

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

Moved by B. Lawrie and seconded.

**THAT the March 21, 2024 Library Board meeting agenda be approved.**

*Carried*

#### **3. Guest Presentation – Port Moody Foundation**

J. Parneta gave a brief overview of the endowments held on behalf of the library and suggested an investment vehicle for one of these accounts.

#### **4. Consent Agenda**

Moved by C. Morrison and seconded.

**THAT all items on the consent agenda be approved or**

**received for information as noted.**

- 4.1 Minutes of regular Library Board meeting of February 15, 2024 (for approval)
- 4.2 Media Coverage (for information)
- 4.3 Library Activity Overview to Feb 29, 2024 (for information)
- 4.4 Liability Insurance (for information)
- 4.5 Updated Actuals from InterLINK for 2023 (for information)

*Carried*

**5. New Business**

**Library Director's Report**

- 5.1 Library Director's Report

The Library Director's report was received for information.

**Enhancement Grant**

- 5.2 Enhancement Grant Update - March

The report was received for information.

**Talking Room**

- 5.3 Talking Room Proposal  
Moved by B. Seraphim and seconded.

**THAT the Library Board approves the expenditure of up to \$3,000 from the Enhancement Grant to purchase furniture for the Talking Room.**

*Carried*

**Library Master Plan**

- 5.4 Library Master Plan Proposal  
Moved by B. Lawrie and seconded.

**THAT the Library Board approves the expenditure of up to \$100,000 from the Enhancement Grant to begin the process of developing a Library Master Plan.**

*Carried*

**Fund Development**

- 5.5 Fund Development Report  
Moved by C. Morrison and seconded.

**THAT the Port Moody Public Library Board request that the Port Moody Foundation put the Rhoda Judd Memorial Fund endowment into a higher yield investment for five years.**

*Carried*

**Sunday Activity**

- 5.6 Sunday Activity Update  
The report was provided for information.

- Strategic Plan** 5.7 Request for Feedback on Draft Strategic Directions  
The report was received for information.
- Revenue & Expenses** 5.8 Revenue and Expense Report to February 29, 2024  
The report was received for information.
- 6. Reports from Board Committees/Representatives**
- Board Chair** 6.1 Update from Library Board Chair  
The board appreciated the effort that went into organizing the 80<sup>th</sup> anniversary party. Staff are also to be commended for highlighting local authors on the website.
- Policy Review Committee** 6.2 Policy Review Committee (did not meet)  
This committee has not met this year.
- InterLINK** 6.3 Public Library InterLINK  
The minutes from the last meeting had been provided to the board.
- Arts, Culture & Heritage Committee** 6.4 Arts, Culture & Heritage Committee  
B. Lawrie gave an update on this committee.
- 7. Roundtable**  
A brief roundtable was held.
- 8. In-Camera (*in-camera meeting planned*)**
- 9. Adjournment**  
The regular meeting was adjourned at 8:59 p.m.