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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, July 18, 2024 in the Brovold room.

**Present**

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

**Guests**

Mark Mehrer, Senior Principal, Resource Planning Group Inc.  
Andrew Brown, Senior Planner, Resource Planning Group Inc.

**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 7:00 p.m.

**2. Approval of Agenda**

Moved by J. Boyer and seconded

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

*Carried.*

**3. Consent Agenda**

Moved by D. Shaw 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 20, 2024 (for approval)

3.2 Media Coverage (for information – none this month)

3.3 Library Activity Overview to June 30, 2024 (for

information)

3.4 Revenue and Expense Report to June 30, 2024 (for information)

*Carried*

4. **New Business**

**Library Master Plan**

4.1 RPG Engagement with Library Board regarding Master Plan  
Moved by B. Seraphim and seconded

**THAT the Library Board endorses the Library Master Plan Project Charter,**

**AND THAT the Library Board requests that City Council include a library branch in the list of amenities that could be negotiated as part of a development application in Moody Centre or as part of a Kyle Centre redevelopment.**

*Carried*

Mark Mehrer and Andrew Brown left the meeting.

**Director's Report**

4.2 Library Director's Report

The Library Director's report was received for information.

**Enhancement Grant**

4.3 Enhancement Grant Update - July

Moved by B. Lawrie and seconded

**THAT the Library Board approves an expenditure up to \$2,000 from the provincial Enhancement Grant to create a circulating puzzle collection,**

**AND THAT the Library Board approves an expenditure up to \$75,000 from the provincial Enhancement Grant to create a new library website.**

*Carried*

**Provincial Library Grant**

4.4 Provincial Library Grants Report 2024

Moved by S. Lam 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 2024 as well as the Enhancement Grant.**

*Carried*

**Library 2025 Budget Submission**

4.5 Library 2025 Budget Submission

Moved by J. Kasuya and seconded

**THAT the library's 2025-2029 Five Year Financial Plan submission be approved and forwarded to the City of Port Moody's Finance Department.**

*Carried*

**Library Activity Statistics 2023**

4.6 Library Activity Statistics 2023

The library activity statistics report was received for information.

**2023 Annual Report**

4.7 2023 Annual Report

Moved by J. Boyer and seconded

**THAT the Library Board approve the 2023 Annual Report.**

*Carried*

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

**Board Chair**

5.1 Update from Library Board Chair

The efforts by staff and consultants in the creation of the master plan are appreciated.

And a huge thank you to whoever fills up the dog water bowl in front of the library each morning.

**Policy Review Committee**

5.2 Policy Review Committee

This committee did meet but further revisions are required before the next policy is brought to the board for approval.

**InterLINK**

5.3 Public Library InterLINK

The next meeting will be held in September.

**Arts, Culture & Heritage Committee**

5.4 Arts, Culture & Heritage Committee

B. Lawrie updated the board on the activities of this committee.

**6. Roundtable**

Due to time constraints, no roundtable was held.

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

8. **Adjournment**

The regular meeting was adjourned at 9:00 p.m.