



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, September 19, 2024

6:00 p.m.

Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, September 19, 2024 in the Brovold Room.

Present

Daphne Herberts (Chair)
Jacquie Boyer
Kasturi Ghosh
Jennifer Kasuya
Stephanie Lam
Bill Lawrie – arrived at 6.25 p.m.
Callan Morrison, Council Representative
Debbie Shaw

Regrets

Brenda Seraphim

Guest

Christine Vandebek, EFFECTegy Consulting

In Attendance

Marc Saunders, Library Director
Heather Hadley, Deputy Director
Corene Maret Brown, Programs & Youth Services Coordinator
Virginia McCreedy, Digital & Information Services Coordinator
Annette Oram, Circulation Supervisor
Elizabeth Tham, Collections & Technical Services Coordinator
Ilene Cadette, Administrative Assistant

1. **Call to Order**

The Chair called the meeting to order at 6 p.m.

Agenda

2. **Approval of Agenda**

Moved by K. Ghosh and seconded

THAT the September 19, 2024 Library Board meeting agenda be approved.

Carried.

Consent Agenda

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 July 20, 2024

(for approval)

- 3.2 Media Coverage (for information – none this month)
- 3.3 Library Activity Overview (for information)
- 3.4 Revenue and Expense Reports to July 31 and August 31, 2024 (for information)
- 3.5 Correspondence (for information)

Carried

4. New Business

Strategic Plan

4.1 Strategic Plan 2024-2028 Approval Request

Moved by B. Lawrie and seconded

THAT the Library Board approve the five-year 2024-2028 Port Moody Public Library strategic plan including its strategic directions and strategies as per the report dated September 19, 2024.

Carried

C. Vandebek, C. Brown, V. McCreedy, A. Oram, and E. Tham left the meeting.

Director's Report

4.2 Library Director's Report

The Director's report was received for information.

Enhancement Grant

4.3 Enhancement Grant Update – September 2024

Moved by S. Lam and seconded

THAT the Library Board approve an expenditure up to \$10,850 plus tax from the Provincial Enhancement Grant to conduct two accessibility audits, one for the facility and one for technology.

Carried

Holiday Closure Schedule

4.4 Library Holiday Closure Schedule

Moved by D. Shaw and seconded

THAT the proposed 2025 Holiday Closure Schedule be approved.

Carried

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

- The Chair thanked those who participated in a number of events including the Summer Reading Club medal ceremony and the board Open House on Sep 16 for prospective trustees. The deadline for board applications is Oct 3.
- Recognition was given to the consultant and staff for the work that went into developing the strategic plan.
- The Board Chair met with the Mayor regarding a new facility. Next steps were identified and will be discussed at a future board meeting.
- We need board volunteers to help with a community engagement project at both the event on October 5 and at a Farmer's Market on October 9.

Policy Review Committee

5.2 Policy Review Committee

Moved by D. Shaw and seconded

THAT the Library Board approve the proposed revision to the *Code of Conduct* policy that includes approved wording for signage.

Carried

InterLINK

5.3 Public Library InterLINK

The next meeting will be held on September 25, 2024.

Arts, Culture & Heritage Committee

5.4 Arts, Culture & Heritage Committee

B. Lawrie was unable to attend the last meeting. He will bring updates to the next board meeting.

6. Roundtable

A brief roundtable was held.

7. In-Camera (no in-camera meeting expected)

8. Adjournment

The meeting was adjourned at 7:20 p.m.