



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, April 17, 2025

7:00 p.m.

Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, April 17, 2025 in the Brovold Room.

Present

Daphne Herberts (Chair)
Samantha Agtarap, Council Representative
Lino Coria
Stephanie Lam (via Zoom) – arrived at 7:01 p.m.
Kasturi Ghosh
Brenda Seraphim
Debbie Shaw
Valerie Simons
Jeff Summers

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 6:57 p.m.

2. Approval of Agenda

Moved by S. Agtarap and seconded

THAT the April 17, 2025 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 March 20, 2025 (for approval)
- 3.2 Correspondence (none this month)
- 3.3 Media Coverage
- 3.4 Library Activity Overview to March 31, 2025 (for information)

	3.5	Revenue and Expense Report to March 31, 2025 (for information)
		<i>Carried</i>
	4.	New Business
Director's Report	4.1	Library Director's Report
		The Library Director's report was received for information.
Enhancement Grant	4.2	Enhancement Grant Update - April
		The report on the Enhancement Grant was received for information.
Statement of Financial Information	4.3	2024 Statement of Financial Information (SOFI)
		Moved by V. Simons and seconded
		THAT the library's 2024 Statement of Financial Information be approved.
		<i>Carried</i>
	5.	<u>Reports from Board Committees/Representatives</u>
Board Chair	5.1	Update from Library Board Chair
		<ul style="list-style-type: none"> • Thank you to everyone for your full attendance at the last closed meeting. • Trustees are encouraged to complete the online survey for the Port Moody OCP. This would also be an appropriate time to comment on the need for additional space for library services.
Policy Review Committee	5.2	Policy Review Committee
		Moved by S. Agtarap and seconded
Privacy and Confidentiality Policy		THAT the Library Board approve the new <i>Privacy and Confidentiality</i> policy as per the report dated April 17, 2025,
Revised Membership Policy		AND THAT section 12 be removed from <i>Library Membership</i> policy C1 due to redundancy.
		<i>Carried</i>
InterLINK	5.3	Public Library InterLINK
		The Governance Planning Committee will be held on May 1 st .

Arts, Culture & Heritage Committee

5.4 Arts, Culture & Heritage Committee

V. Simons gave an update on the works of this committee.

BCLTA

5.5 BC Libraries Trustee Association

- D. Shaw forwarded information about the AGM and has signed up to attend.
- A recent workshop on the Critical Role of the Board Chair was worth attending.
- Two sessions of a Library Director Succession Planning workshop will be held on May 1 and May 27. Anyone wishing to attend can sign up themselves or contact the Admin Assistant for help.

Fund Development Committee

5.6 Fund Development Committee

Members of the Fund Development Committee gave a presentation on the difference between fundraising and fund development and the need for concrete plans before embarking on any fundraising campaign.

6. Roundtable

A brief roundtable was held.

7. In-Camera

No in-camera meeting was held.

8. Adjournment

The regular meeting of the Library Board was adjourned at 8:06 p.m.
