



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, June 19, 2025

7:00 p.m.

Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, June 19, 2025 in the Brovold Room.

Present

Daphne Herberts (Chair)
Samantha Agtarap (Council Representative)
Lino Coria
Kasturi Ghosh
Brenda Seraphim
Debbie Shaw
Valerie Simons
Jeff Summers

Regrets

Stephanie Lam

Guest

Jenny Marsh, Executive Director, Vancouver Public Library Foundation

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 S. Agtarap and seconded

THAT the June 19, 2025 Library Board meeting agenda be approved.

Carried

3. Consent Agenda

Moved by L. Coria 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 May 15, 2025 (for approval)
- 3.2 Correspondence – none this month

- 3.3 Media Coverage (none this month)
- 3.4 Library Activity Overview to May 31, 2025 (for information)
- 3.5 Revenue and Expense Report to May 31, 2025 (for information)

Carried

4. New Business

- 4.1 Guest Speaker – Jenny Marsh, Executive Director, Vancouver Public Library Foundation

J. Marsh answered questions and provided advice about fundraising for library services.

J. Marsh left the meeting at 8:02 p.m.

Library Director's Report

- 4.2 Library Director's Report

The Library Director's report was received for information.

Financial Projections Report

- 4.3 2025 Financial Projections Report – April 30, 2025

The report was discussed.

2026 Budget Submission

- 4.4 Request for Direction re: 2026 Budget Submission

Moved by V. Simons and seconded

THAT the library's 2026-2030 Five-Year Financial Plan be prepared for approval at the July Board meeting to maintain the same service levels as 2025 but include 1) the elimination of late fines as a source of revenue, and 2) a 3% increase to the overall Collections budget.

Carried

Verbal

- 4.5 Board Skills Inventory

Trustees are asked to complete the board skills survey as soon as possible.

2024 Annual Report

- 4.6 2024 Annual Report

Moved by S. Agtarap and seconded

THAT the Library Board approve the 2024 Annual Report.

Carried

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

- Thank you to J. Marsh for her presentation.
- The Tri-City Writers' Festival was held the last week of May with great success. All Trustees are encouraged to attend events if held again next year.
- Thank you to the Programming and Outreach Librarian for hosting and moderating the author talk.
- The Indigenous and Pride displays in the library are spectacular.

Policy Review – Parliamentary Rules of Order

5.2 Policy Review Committee

Moved by V. Simons and seconded

THAT the Library Board approves the proposed simplified parliamentary rules of order.

Carried

Fund Development Committee

5.3 Fund Development Committee

Nothing to report.

InterLINK

5.4 Public Library InterLINK

InterLINK are looking to replace their delivery truck.

Arts, Culture & Heritage Committee

5.5 Arts, Culture & Heritage Committee

Nothing to report, the June meeting was cancelled.

BCLTA

5.6 BC Library Trustees Association

Nothing new to report.

6. Roundtable

No roundtable was held due to time constraints.

7. In-Camera (a brief in-camera meeting is planned)

The meeting moved in-camera at 8:55 p.m.

8. Adjournment

The regular meeting of the library board was adjourned at 8:50 p.m.