



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, September 18, 2025

7:00 p.m.

Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, September 18, 2025 in the Brovold Room.

Present

Daphne Herberts (Chair)
Samantha Agtarap (Council Representative) – arrived at 7:07
Lino Coria
Kasturi Ghosh - via Zoom – arrived at 7:10
Stephanie Lam
Brenda Seraphim
Debbie Shaw
Valerie Simons

Regrets

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 7:03 p.m.

2. Approval of Agenda

Moved by B. Seraphim and seconded

THAT the September 18, 2025 Library Board meeting agenda be approved.

Carried

3. Consent Agenda

Moved by S. Lam 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 17, 2025 (for approval)
- 3.2 Media Coverage (for information)
- 3.3 Library Activity Overview (for information)
- 3.4 Revenue and Expense Report to August 31, 2025 (for information)

- 3.5 Correspondence
- InterLINK letter re 2025 funding
 - InterLINK acknowledgement letter
 - Thank you letter to Minister for Provincial Grants
 - Reply from Minister

Carried

4. New Business

Director's Report

- 4.1 Library Director's Report

The Director's report was received for information.

Enhancement Grant

- 4.2 Enhancement Grant Update – September 2025

The Enhancement Grant update was received for information.

2026 Holiday Closure Schedule

- 4.3 Library Holiday Closure Schedule

Moved by V. Simons and seconded

THAT the proposed 2026 Holiday Closure Schedule be approved.

Carried

Built-Environment Accessibility Audit

- 4.4 Built-Environment Accessibility Audit

This report was received for information and discussed.

5. Reports from Board Committees/Representatives

Board Chair

- 5.1 Update from Library Board Chair
- Thank you to the Trustees who attended the Council Meeting on September 2, 2025.
 - The Board Open House on September 15, 2025 went well. Deadline to apply is October 3.
 - The White Pines Gala is next Wednesday, September 24, trustees are encouraged to attend if possible.
 - The budget presentation to Council will be on October 17.
 - Trustees are also asked to attend the Council meeting on October 28, 2025.

Policy Review Committee

- 5.2 Policy Review Committee

Moved by D. Shaw and seconded

E5 – Police Information Checks

THAT the Library Board approve the revised *Police Information Check* policy previously known as the *Criminal Records Check* policy.

Carried

Fund Development Committee

5.3 Fund Development Committee

The next meeting will be held on September 25 at 8 a.m.

InterLINK

5.4 Public Library InterLINK

The next meeting is October 7 with a Governance and Planning meeting being held on October 15.

Arts, Culture & Heritage Committee

5.5 Arts, Culture & Heritage Committee

- This committee has devised a plan of action to implement some of the ideas.
- Will be seeking public input on the question: What is City of Arts?
- An Indigenous Blanket Ceremony will be held on September 30. Sign up on the City's website to attend.
- The City's Banner Program is active.

BCLTA

5.6 BC Library Trustees Association

All are encouraged to sign up for the October 14 workshop on Advocacy Fundamentals.

6. Roundtable

A brief roundtable was held.

7. In-Camera

The meeting moved in-camera at 7:55 p.m.

8. Adjournment

The regular meeting of the library board adjourned at 7:50 p.m.