



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, October 16, 2025

7:00 p.m.

Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, October 16, 2025 in the Brovold Room.

Present

Daphne Herberts (Chair)
Lino Coria
Stephanie Lam
Brenda Seraphim
Debbie Shaw
Valerie Simons
Jeff Summers

Regrets

Samantha Agtarap (Council Representative)
Kasturi Ghosh

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 6:55 p.m.

2. Approval of Agenda

Moved by D. Shaw and seconded

THAT the October 16, 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 September 18, 2025 (for approval)
- 3.2 Library Activity Overview (for information)
- 3.3 Revenue and Expense Report to September 30, 2025 (for information)

Carried

4. New Business

Director's Report

4.1 Library Director's Report

The director's report was received for information.

Financial Projections Report

4.2 Financial Projections Report – August 31, 2025

The report was received for information.

Library Board Meeting Schedule 2026

4.3 Proposed Library Board Meeting Schedule 2026

Moved by V. Simons and seconded

THAT the proposed Library Board Meeting Schedule for 2026 be approved.

Carried

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

- We will be laying a wreath at the Remembrance Day ceremony. Please let the Chair know if you would like to attend.
- The budget presentation will be at 9:45 a.m. on October 17. All trustees available should attend.
- D. Shaw offered to host the year-end party at her house.

Policy Review

5.2 Policy Review Committee

Board Meetings Policy

Moved by J. Summers and seconded

THAT the Library Board approve the revised *Board Meeting* policy B4 as per the report dated October 16, 2025.

Carried

Acting Library Director Policy

Moved by J. Summers and seconded

THAT the Library Board approve the revised *Acting Library Director* policy E3 as per the report dated October 16, 2025.

Carried

Succession Plan

Moved by V. Simons and seconded

THAT the Library Board approve the Library Director Succession Plan as presented in the attached and authorize the Library Director to implement the documentation and training components outlined in the plan.

Carried

The next meeting of the Policy Review Committee will be held on November 3, 2025 at 6:00 p.m.

Fund Development Committee

5.3 Fund Development Committee

This committee met and discussed next steps. The next meeting of the Fund Development Committee will be held on November 5 at 8:30 a.m.

InterLINK

5.4 Public Library InterLINK

B. Seraphim and J. Summers reported on the recent InterLINK meetings. The next meeting will be held on November 26.

Arts, Culture & Heritage Committee

5.5 Arts, Culture & Heritage Committee

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

BCLTA

5.6 BC Library Trustees Association

D. Shaw has forwarded information on the next workshop to be held on November 5 at 5pm on Government Relations Foundations.

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 was adjourned at 7:52 p.m.