



Agenda

Regular Meeting - Port Moody Public Library Board

Thursday, January 15, 2026

7:00 p.m.

Brovold Room

	1.	Call to Order
Agenda (pp 1-3)	2.	Approval of Agenda
		Recommendation:
		THAT the January 15, 2026 Library Board meeting agenda be approved.
	3.	Consent Agenda
Minutes (pp 4-6)	3.1	Minutes of regular Library Board meeting of November 20, 2025 (for approval)
Library Activity Report (pp 7-8)	3.2	Library Activity Overview (for information)
2026 Schedule (p 9)	3.3	2026 Library Board Meeting Schedule (for information)
		Recommendation:
		THAT all items on the consent agenda be approved or received for information as noted.
	4.	Special Orders
Election of Board Chair	4.1	Election of Board Chair
Election of Board Vice-Chair	4.2	Election of Board Vice-Chair
Committee Representatives 2026	4.3	Committee Representatives 2026 <ul style="list-style-type: none">• BCLTA Liaison• InterLINK Board of Directors + Alternate• Arts, Culture & Heritage Committee• Library Board Executive Committee (3rd member)
	4.4	Ad Hoc Committee Representation <ul style="list-style-type: none">• Policy Review Committee• Fund Development Committee

	5.	New Business	
Presentation slides (pp 10-22)	5.1	Presentation – Guidelines for Library Board Meetings For information and discussion	
Director’s Report (pp 23-28)	5.2	Library Director’s Report For information and discussion	
1) Staff Report (p 29) 2) Revenue and Expense Report to December 31 2025 (pp 30-35)	5.3	Financial Summary to December 31, 2025 For information and discussion	
Staff report (pp 36-38)	5.4	Enhancement Grant Update For information and discussion	
Staff Report (pp 39-40)	5.5	Incident Report Summary for 2025 For information and discussion	
	6.	Reports from Board Committees/Representatives	
Board Chair	6.1	Update from Library Board Chair	
1) Committee Report (pp 41-50) 2) Records Retention Policy (pp 51-55)	6.2	Policy Review Committee Recommendation THAT the Library Board approve the new <i>Records Retention</i> policy and <i>Records Retention Schedule</i> as per the report dated January 15, 2026, AND THAT the Library Board authorizes the database clean-up project, including: <ol style="list-style-type: none"> 1. implementation of a three (3) year library card membership expiration; and 2. deletion of patron accounts which have been inactive for 7 or more years. 	
Fund Development Committee	6.3	Fund Development Committee	
1) Staff Report (pp 56-57) 2) Letter dated Dec 8, 2025 (pp 58-59)	6.4	2026 InterLINK Provisional Budget The Board of Directors of Public Library InterLINK has requested that member library Boards consider and provide comment on the InterLINK 2026 Provisional Budget.	

**3) Provisional 2026
InterLINK Budget
(pp 60-65)**

Recommendation:

THAT the provisional 2026 Public Library InterLINK Budget be received for information and discussion.

**2026 Arts, Culture &
Heritage Committee
Meeting Schedule (p
66)**

6.5 Arts, Culture & Heritage Committee

BCLTA

6.6 BC Library Trustees Association

7. Roundtable

8. In-Camera (*Agenda sent separately*)

Recommendation:

THAT, as provided in section 17.2.2 of the Board Meeting policy, this part of the meeting of the Library Board be closed to the public.

9. Adjournment
