



## Minutes

### Regular Meeting - Port Moody Public Library Board

Monday, November 24, 2025

7:00 p.m.

Brovold Room

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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Monday, November 24, 2025 in the Brovold Room.

#### **Present**

Daphne Herberts (Chair)  
Samantha Agtarap (Council Representative)  
Lino Coria  
Kasturi Ghosh  
Stephanie Lam (via Zoom)  
Brenda Seraphim (via Zoom)  
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 7:00 p.m.

#### **2. Approval of Agenda**

Moved by K. Ghosh and seconded

**THAT the November 24, 2025 Library Board meeting agenda be approved.**

*Carried*

#### **3. Consent Agenda**

Moved by V. Simons 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 October 16, 2025 (for approval)
- 3.2 Media Coverage (for information)
- 3.3 Library Activity Overview (for information)
- 3.4 Revenue and Expense Report to October 31, 2025 (for information)

*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 – November

The enhancement grant report was received for information.

##### Board Planning

##### 4.4 Board Planning Reminders for 2026

- A reminder that elections for Chair, Vice-Chair and committee representatives will take place at the January meeting. The meeting will also follow the format outlined in the new Board meeting policy.
- Trustees are encouraged to attend the Volunteer Dinner in January.
- Board members are also encouraged to advocate for the library during the public comment portion of Council meetings.

#### 5. Reports from Board Committees/Representatives

##### Board Chair

##### 5.1 Update from Library Board Chair

- Thank you to everyone for supporting the presentation to Council on October 28<sup>th</sup>.
- The library laid a wreath at the Port Moody Cenotaph on Remembrance Day. Thank you to V. Simons and B. Seraphim for attending with the Chair.
- The library was also represented at the Tri-Cities Children's Accord.

##### Policy Review

##### 5.2 Policy Review Committee

A lot of work has been done on a records retention policy and a data deletion project. However, these are not ready to be brought to the board. In order to facilitate the anticipated transition to a fine-free model, the resolution below is required to assist in preliminary preparations.

Moved by S. Agtarap and seconded

**THAT the Library Board authorizes the Library Director to implement the forgiveness of outstanding late fees, subject to formal approval by City Council through the adoption of a 2026 budget if it permits the library to go fine-free.**

*Carried.*

**Fund Development Committee**

5.3 Fund Development Committee

This committee has agreed on a course of action and is formulating a work plan. The next meeting will be held on December 4. Several policies will need to be updated or developed to assist in this endeavour.

**InterLINK**

5.4 Public Library InterLINK

The initiative to move from 18 board members to 9 was approved and will be implemented in 2027. The next meeting will be held on November 25.

**Arts, Culture & Heritage Committee**

5.5 Arts, Culture & Heritage Committee

A two-year pilot project was approved to bring more public art to the community. The annual report was also approved to forward to Council.

**BCLTA**

5.6 BC Library Trustees Association

BCLTA have launched a Governance on Demand portion of their website with essential information for board members. There is also a survey on the website for feedback on recent Advocacy and Government Relations workshops.

**6. Roundtable**

A brief roundtable was held.

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

Moved by D. Shaw and seconded

**THAT, as provided in section 17.2.1 and 17.2.2 of the Board Meeting policy, this part of the meeting of the Library Board be closed to the public.**

*Carried*

The meeting moved in-camera at 7:40 p.m.

The meeting moved out of in-camera at 7:50 p.m.

**8. Adjournment**

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