



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, January 15, 2026

7:00 p.m.

Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, January 15, 2026 in the Brovold Room.

Present

Jeremy Browne
Lino Coria
Stephanie Lam
Jo-Anne Parneta
Brenda Seraphim
Debbie Shaw
Valerie Simons
Jeff Summers

Regrets

Diana Dilworth, Council Representative

In Attendance

Marc Saunders, Library Director
Heather Hadley, Deputy Director
Ilene Cadette, Administrative Assistant

1. Call to Order

In accordance with Library Board Policy B4 Section 1.3, the Library Director called the meeting to order at 7:00 p.m.

2. Approval of Agenda

Moved by S. Lam and seconded

THAT the January 15, 2026 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 November 24, 2025 (for approval)

3.2 Library Activity Overview (for information)

3.3 2026 Library Board Meeting Schedule (for information)

Carried

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| | 4. <u>Special Orders</u> | |
| Election of Board Chair | 4.1 Election of Board Chair | <p>The Library Director called for nominations for the position of Board Chair.</p> <p>J. Summers was nominated as Library Board Chair and accepted the nomination. There being no further nominations, J. Summers was declared elected as Board Chair by acclamation.</p> <p><i>J. Summers assumed Chair of the meeting.</i></p> |
| Election of Board Vice-Chair | 4.2 Election of Board Vice-Chair | <p>The Chair called for nominations for the position of Board Vice-Chair.</p> <p>B. Seraphim was nominated for the position of Board Vice-Chair and accepted the nomination. There being no further nominations B. Seraphim was declared elected as Board Vice-Chair by acclamation.</p> |
| Committee Representatives 2026 | 4.3 Committee Representatives 2026 | <p>Library-related committee representatives for a one-year term were discussed and confirmed as follows:</p> <ul style="list-style-type: none"> • BCLTA Liaison: D. Shaw • InterLINK Board of Directors + Alternate: B. Seraphim and J. Browne • Arts, Culture & Heritage Committee: V. Simons • Library Board Executive Committee (3rd member): D. Shaw |
| | 4.4 Ad Hoc Committee Representation | <ul style="list-style-type: none"> • Policy Review Committee: L. Coria, B. Seraphim and D. Shaw • Fund Development Committee: J. Browne, S. Lam, J. Parneta, V. Simons |
| | 5. <u>New Business</u> | |
| Guidelines for Library Board Meetings | 5.1 Presentation – Guidelines for Library Board Meetings | <p>The Library Director gave a presentation on the agreed-upon procedures for the Library Board meetings. He also showed two videos on effective governance.</p> |
| Director’s Report | 5.2 Library Director’s Report | <p>The Director’s report was received for information.</p> |

Financial Summary to December 31, 2025

5.3 Financial Summary to December 31, 2025

The report was received for information.

Enhancement Grant Updated

5.4 Enhancement Grant Update

The report was received for information.

Incident Report Summary for 2025

5.5 Incident Report Summary for 2025

The report was received for information.

6. Reports from Board Committees/Representatives

Board Chair

6.1 Update from Library Board Chair

- Thank you for the privilege of being Board Chair.
- Trustees are encouraged to advocate for a new library facility by making a statement during the Public Comment portion of Regular Council meetings. A rota will be prepared.
- The Public Library Operating Grant report will be approved at the next Board meeting.
- A dinner to thank departing trustees and welcome new members will be held early in February at a local restaurant. Date to be decided and communicated to the group.

Policy Review Committee

6.2 Policy Review Committee

Moved by V. Simons and seconded

THAT the Library Board approve the new *Records Retention* policy and *Records Retention Schedule* as per the report dated January 15, 2026,

AND THAT the Library Board authorizes the database clean-up project, including:

- 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.**

Carried

Fund Development Committee

6.3 Fund Development Committee

This committee is preparing a Fund Development Plan. There will also be several policies that will need to be revised.

The next meeting will be held on February 5 at 3:00 p.m.

InterLINK

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.

Moved by B Seraphim and seconded

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

Carried

**Arts, Culture &
Heritage Committee
Meeting Schedule**

6.5 Arts, Culture & Heritage Committee

Nothing to report.

BCLTA

6.6 BC Library Trustees Association

D. Shaw forwarded an email regarding upcoming workshops. Trustees are encouraged to visit the BCLTA website and review the resources available.

7. **Roundtable**

A brief roundtable was held.

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

Moved by S. Lam and seconded

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.

Carried

The meeting moved in-camera at 8:24 p.m.

The meeting moved out of in-camera at 8:43 p.m.

9. **Adjournment**

The regular meeting of the library board was adjourned at 8:43 p.m.