



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, May 15, 2025

7:00 p.m.

Borvold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, May 15, 2025 in the Borvold Room.

Present

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

Regrets

Samantha Agtarap, Council Representative

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 S. Lam and seconded

THAT the May 15, 2025 Library Board meeting agenda be approved with the addition of Item 5.6 – Fund Development Committee.

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. Item 3.5 was pulled from the Consent Agenda for further discussion.

3.1 Minutes of regular Library Board meeting of April 17, 2025 (for approval)

3.2 Correspondence (for information – none this month)

3.3 Media Coverage (for information – none this month)

- 3.4 Library Activity Overview (for information)
- 3.5 Revenue and Expense Report to April 30, 2025 (for information – pulled for further discussion – see 4.5)

4. New Business

Director’s Report

- 4.1 Library Director’s Report

The Library Director’s Report was received for information.

Enhancement Grant

- 4.2 Enhancement Grant Update – May

The report was discussed. Until we know the final cost of the website, additional projects are on hold.

Annual Report

- 4.3 Annual Report

Moved by S. Lam and seconded

THAT the Library Board instruct staff to prepare an Annual Report based on previous years’ template.

AND THAT at an applicable time, staff invest greater effort in a library webpage that chronicles PMPL’s achievements from the previous year.

Carried

Activity Statistics 2024

- 4.4 Library Activity Statistics 2024

The report was discussed with recommendations for revised data for next year.

Revenue and Expense Report to April 30

- 4.5 Revenue and Expense Report to April 30, 2025

The report was discussed and several line items clarified.

5. Reports from Board Committees/Representatives

Board Chair

- 5.1 Update from Library Board Chair

- A reminder that trustees are ambassadors for the library and as such should attend City events if possible. This shows that we view the City as a partner and are available to advocate for the library.
- Personal information is needed from each trustee for the application for charitable status.

Policy Review Committee Report

- 5.2 Policy Review Committee

Moved by K. Ghosh and seconded

THAT the Library Board affirms 4.2 in PMPL's *Library Membership* policy which states that OneCard members are restricted from placing holds or requesting interlibrary loans.

Carried

InterLINK

5.3 Public Library InterLINK

B. Seraphim gave an update on the activities of this organization. The next meeting will not be held until October.

BCLTA

5.4 BCLTA

D. Shaw, D. Herberts and V. Simons attended the BCLTA AGM. They are lobbying for more consistent funding from the Province. There are several interesting workshops coming up, the Admin Assistant can assist with registration.

Arts, Culture & Heritage Committee

5.5 Arts, Culture & Heritage Committee

The May meeting was moved and conflicted with the Library Board meeting, so no report available.

Fund Development Committee

5.6 Fund Development Committee

The board was updated on the work of this committee. Next month we will have a presentation by the Executive Director of the VPL Foundation. Trustees are invited to come prepared with questions.

6. Roundtable

No roundtable was held due to time constraints.

7. In-Camera

The meeting moved in-camera at 8:20 p.m.

8. Adjournment

The regular meeting of the Library Board was adjourned at 8:12 p.m.