



Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, September 21, 2023

7:00 p.m.

ParkLane Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, September 21, 2023 in the ParkLane Room.

Present

Daphne Herberts (Chair)
Jacquie Boyer
Jennifer Kasuya
Bill Lawrie
Brenda Seraphim
Valerie Simons
Jennifer Smith

Regrets

Kasturi Ghosh
Amy Lubik, 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 p.m.

2. Approval of Agenda

Moved by J. Boyer and seconded.

THAT the September 21, 2023 Library Board meeting agenda be approved.

Carried.

3. Consent Agenda

Moved by J. Boyer 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 July 20, 2023 (for approval)

3.2 Minutes of the special Library Board meeting of July 24, 2023 (for approval)

- 3.3 Media Coverage (for information)
- 3.4 Library Activity Overview to August 31, 2023 (for information)
- 3.5 Revenue and Expense Report to August 31, 2023 (for information) – removed from consent agenda see 4.9
- 3.6 Acknowledgement letter to InterLINK

Carried.

4. New Business

Director’s Report

- 4.1 Library Director’s Report

The Library Director’s report was received for information.

Revised 2022 SOFI Report

- 4.2 Revised 2022 SOFI Report

The revised 2022 SOFI Report was received for information.

Enhancement Grant Update

- 4.3 Enhancement Grant Update

The Enhancement Grant Update was received and discussed.

Strategic Plan Proposal

- 4.4 Strategic Planning Proposal

Moved by V. Simons and seconded.

Recommendation

THAT the Library Board approves the proposed process for the 2024-2028 Strategic Plan including the expenditure of up to \$25,000 from the Enhancement Grant to hire a consultant to help create the plan.

Carried.

ILS Migration to Hosted Service

- 4.5 ILS Migration to Hosted Service Proposal

Moved by J. Kasuya and seconded.

Recommendation

THAT the Library Board approves the proposal to migrate the library’s integrated library system (ILS) to a hosted service including the expenditure of up to \$60,000 from the Enhancement Grant,

AND THAT the Library Board approves this as a single source agreement with SirsiDynix.

Carried.

Draft 2022 Annual Report

- 4.6 Annual Report

Moved by J. Boyer and seconded.

Recommendation

THAT the Library Board approves the 2022 Annual Report.

Carried.

**Draft – 2024 Holiday
Closure Schedule**

4.7 Library Holiday Closure Schedule

Moved by V. Simons and seconded.

Recommendation

THAT the proposed 2024 Holiday Closure Schedule be approved.

Carried.

**October Board
Meeting Date**

4.8 Change in date for the October 2023 Library Board meeting.

Moved by J. Kasuya and seconded.

Recommendation

THAT the date of the October 2023 regular meeting of the Library Board be moved from October 19 to October 26 to facilitate the possible attendance by the Council representative.

Carried.

Revenue and Expense
Report to August 31,
2023

4.9 Revenue and Expense Report to August 31, 2023

The report was discussed.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

Congratulations to all involved in the engaging summer programs. There was also a huge turnout for the Library Board Open House. Thanks to those who represented the current trustees.

**Policy Review
Committee**

5.2 Policy Review Committee

**Amendment to the
Fees and Charges
Policy**

Moved by J. Boyer and seconded.

Recommendation

THAT the Library Board approves amending the *Fees and Charges* policy by reducing late fees for Adult DVDs from 50¢ a day to 25¢ a day, and for Children’s DVDs from 25¢ a day to 10¢ a day.

AND THAT the proposed wording for reinstatement of library privileges be updated to allow for patrons transitioning from a junior to an adult card to have their suspensions lifted barring exceptional circumstances.

Carried.

Amendment to the Membership Policy

Moved by V. Simons and seconded.

Recommendation

THAT the Library Board approves amending the proposed *Membership* policy to create a low barrier library card for those without a fixed address or insufficient proof of residency.

Carried with an amendment to the wording.

Amendment to the Mission Vision Values Policy

Moved by J. Boyer and seconded.

Recommendation

THAT the Library Board approves amending the proposed *Mission, Vision and Values* policy to reflect the changes approved at the June 15, 2023 board meeting.

Carried.

InterLINK

5.3 Public Library InterLINK

No meeting has been held.

Arts, Culture & Heritage Committee

5.5 Arts, Culture & Heritage Committee

Nothing to report.

6. Roundtable

A brief roundtable was held.

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

An in-camera meeting was held.

8. Adjournment

The regular meeting was adjourned at 8:55 p.m.
