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Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, November 16, 2023 in the ParkView Room.

**Present**

Daphne Herberts (Chair)  
Bill Lawrie  
Amy Lubik, Council Representative (arrived at 7:03 p.m.)  
Brenda Seraphim  
Valerie Simons  
Jennifer Smith

**Regrets**

Jacquie Boyer  
Kasturi Ghosh  
Jennifer Kasuya

**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 B. Lawrie and seconded

**THAT the November 16, 2023 Library Board meeting agenda be approved with the exception of Item 4.4 which will be deferred to a future meeting.**

*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 the regular Library Board meeting of October 19, 2023 (for approval)
- 3.2 Correspondence (none)
- 3.3 Media Coverage (for information)

- 3.4 Library Activity Overview (for information)  
3.5 Revenue and Expense Report to October 31, 2023 (for information)

*Carried*

**4. New Business**

**Director's Report**

4.1 Library Director's Report

The Library Director's Report was received for information.

**Enhancement Grant Update**

4.2 Enhancement Grant Update – November

The Enhancement Grand update was received and discussed.

**2024 Board Meeting Schedule**

4.3 Proposed Board Meeting Schedule for 2024

Moved by B. Seraphim and seconded

Recommendation

**THAT the proposed Library Board Meeting Schedule for 2024 be approved.**

*Carried*

**Presentation – Halifax Public Library**

4.4 PowerPoint Presentation: Halifax Public Library

This item was deferred to a future meeting.

**Board Planning Reminders 2024**

4.5 Board Planning Reminders for 2024

The Library Director reminded the board that elections will be held at the January meeting and they should consider the roles to be filled.

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

**Board Chair**

5.1 Update from Library Board Chair

- The December year-end event will be postponed until January.
- November 22 - Indigenous author Eden Fineday will read excerpts from her book and answer questions.
- A letter has been received from the Port Moody Foundation indicating the disbursements available to the library. This will be discussed at a future meeting.
- Two new trustees have been appointed by Council and K. Ghosh and D. Herberts have been reappointed for another two-year term.

**Policy Review  
Committee**

**E2 - Annual  
Achievement Planning  
Review Policy**

5.2 Policy Review Committee

Moved by V. Simons and seconded

Recommendation

**THAT the Library Board approves amending the policy E2 - *Achievement Planning Review – Director of Library Services* including the accompanying job description in accord with the changes proposed in the report dated November 16<sup>th</sup> from the Policy Review Committee.**

*Carried.*

**InterLINK**

5.3 Public Library InterLINK

The next meeting will be held on November 28. V. Simons will forward the draft minutes to the January board meeting. M. Saunders sat in on the InterLINK finance meeting today.

**Arts, Culture &  
Heritage Committee**

5.4 Arts, Culture & Heritage Committee

J. Boyer was not at the meeting to speak to this committee. The library board will need to provide the name of a new appointee by November 30.

**6. Roundtable**

A brief roundtable was held.

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

**8. Adjournment**

The regular meeting was adjourned at 7:50 p.m.