



Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, June 20, 2024 in the Brovold room.

Present

Daphne Herberts (Chair)
Samantha Agtarap, Council Representative
Jacquie Boyer
Kasturi Ghosh
Jennifer Kasuya
Stephanie Lam
Bill Lawrie
Brenda Seraphim
Debbie Shaw

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 B. Seraphim and seconded

THAT the June 20, 2024 Library Board meeting agenda be approved.

Carried

3. Consent Agenda

Moved by D. Shaw 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 April 18, 2024 (for approval)
- 3.2 Media Coverage (for information)
- 3.3 Library Activity Overview to May 31, 2024 (for information)
- 3.4 Revenue and Expense Report to May 31, 2024 (for information)

3.5 Correspondence (for information – none this month)

4. New Business

Library 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 – June 2024

The report was received for information.

Financial Projections Report

4.3 2024 Financial Projections Report – April 30

The report was received for information.

2024-2028 Strategic Plan

4.4 Strategic Plan 2024-2028 Approval Request

Moved by B. Lawrie and seconded

THAT the Library Board approve the five-year 2024-2028 Port Moody Public Library strategic plan including its strategic directions and strategies as per the report dated June 20, 2024.

It was decided to bring the consultant and library leadership team back to the board meeting in September to discuss further.

Deferred

2025 Budget

4.5 Request for Direction re: 2025 Budget Submission

Moved by B. Lawrie and seconded

THAT the library's 2025-2029 Five Year Financial Plan submission be prepared for approval at the July Board meeting to maintain the same service levels as 2024 but include 1) the elimination of late fines as a source of revenue; 2) a 21-hour a week RPT Library Technician to work on the Information Desk, and 3) a 5% increase to the overall Collections budget.

Carried

Board Skills Inventory

4.6 Board Skills Inventory

Moved by J. Kasuya and seconded

THAT the Library Board approves the proposed "Skills Inventory" survey for recruitment purposes.

It was decided to bring this back to the July board meeting.

Deferred

Library Board Code of Conduct Policy

4.7 Library Board Code of Conduct Policy

The policy was reviewed and discussed.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

Thank you to M. Saunders and H. Hadley for their work with consultants to move forward towards a new facility.

Programming staff are to be congratulated on the excellent and vast programs on offer over the summer.

The White Pines Gala was an amazing success. Thanks to all the board members who were able to attend.

The library will be celebrating National Indigenous Peoples Day with Haida storyteller Kung Jaadee on June 21.

Policy Review

5.2 Policy Review Committee

This committee will next meet on July 8. Board members are asked to volunteer to attend.

InterLINK

5.3 Public Library InterLINK

J. Boyer reviewed the last meeting. Next meeting will be held in September.

Arts, Culture & Heritage Committee

5.4 Arts, Culture & Heritage Committee

B. Lawrie updated the board on the work on this committee.

6. Roundtable

A brief roundtable was held.

7. In-Camera (no in-camera meeting planned)

No in-camera meeting was held.

8. Adjournment

The regular meeting was adjourned at 9:16 p.m.