



## Minutes

### Regular Meeting - Port Moody Public Library Board

Thursday, November 28, 2024

6:00 p.m.

Brovold Room

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#### **Present**

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, November 28, 2024 in the Brovold Room.

Daphne Herberts  
Jacquie Boyer  
Kasturi Ghosh  
Bill Lawrie  
Callan Morrison, Council Representative  
Brenda Seraphim (via Zoom)  
Debbie Shaw

#### **Regrets**

Jennifer Kasuya  
Stephanie Lam

#### **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 6 p.m.

#### **2. Approval of Agenda**

Moved by J. Boyer and seconded

**THAT the November 28, 2024 Library Board meeting agenda be approved with the addition of Item 4.5 – Enhancement of E-Book Collection.**

*Carried*

#### **3. Consent Agenda**

Moved by C. Morrison 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 17, 2024 (for approval)
- 3.2 Correspondence (for information – none this month)
- 3.3 Media Coverage (for information)
- 3.4 Library Activity Overview (for information)

3.5 Revenue and Expense Report to October 31, 2024 (for information).

*Carried*

**4. New Business**

**Director's Report**

4.1 Library Director's Report

The director's report was received for information.

**Enhancement Grant**

4.2 Enhancement Grant Update – November

The enhancement grant report was received for information.

**Community Engagement**

4.3 Summary of Community Engagement Results

The report was received for information.

**Staff Verbal Report**

4.4 Board Planning Reminders for 2025

A few reminders for next year's board:

- Board appointments will take place at the first meeting on January 16. These will include chair, vice-chair and representatives to the Arts, Culture & Heritage Committee and InterLINK.
- The board will have a farewell and welcome dinner early in the new year. If a trustee has a strong opinion on place or date, please contact the chair or administrative assistant as soon as possible.
- The review process for the Director of Library Services will begin in February 2025.

**Enhancement of E-Book Collection**

4.5 The Digital and Information Services Coordinator has requested additional funds to enhance the electronic collection.

Moved by C. Morrison and seconded

**THAT the Library Board approve the expenditure of up to \$10,000 from the Books & Collections Reserve to enhance the library's e-book collection.**

*Carried*

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

**Board Chair**

5.1 Update from Library Board Chair

- The library should place a wreath on the cenotaph each Remembrance Day. This will be discussed at a future meeting.
- Gratitude and thanks to each board trustee for the work done in the past year. And a special thanks to B.

Lawrie and J. Boyer who are finishing their terms on the library board. Their contributions have been invaluable.

- Congratulations to J. Boyer on receipt of the King Charles III Coronation Medal for community contribution.

**Policy Review Committee**

5.2 Policy Review Committee

This committee has not met since the last meeting. The next meeting will be held on January 27, 2025.

**InterLINK**

5.3 Public Library InterLINK

InterLINK's draft strategic plan for 2024-2029 and the Executive Director's Q4 report were distributed to the board prior to the meeting.

**Arts, Culture & Heritage Committee**

5.4 Arts & Culture Committee

B. Lawrie updated the board on the activities of this committee.

**6. Roundtable**

Due to time constraints, no roundtable was held.

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

**8. Adjournment**

The regular meeting was adjourned at 6:32 p.m.