Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, June 18, 2026
7:00 p.m.
Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held Thursday, June 18, 2026 in the Brovold Room

Present

Jeff Summers, Chair
Jeremy Browne
Lino Coria
Stephanie Lam
Jo-Anne Parneta (arrived at 7:06 p.m.)
Brenda Seraphim
Debbie Shaw
Valerie Simons

Regrets

Diana Dilworth, Council Representative

In Attendance

Marc Saunders, Director of Library Services
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 J. Browne and seconded

THAT the June 18, 2026 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 May 21, 2026 (for approval)
3.2 Library Activity Overview to May 31, 2026 (for information)
3.3 Revenue and Expense Report to May 31, 2026 (for information)

Carried

4. New Business

Director's Report

4.1 Library Director's Report

The Director's report was discussed.

Enhancement Grant Update

4.2 Enhancement Grant Update – June

The Enhancement Grant report was received for information.

Financial Projections Report

4.3 2026 Financial Projections Report – April 30, 2026

The report was received for information.

Library Project Approval Process

4.4 Presentation: How Library Projects Get Approved

M. Saunders presented information on the approval process for library projects and outlined which ones require board involvement.

Direction for 2027 Budget Submission

4.5 Direction for the 2027 Budget Submission

Moved by V. Simons and seconded

THAT the library's 2027-2031 Five-Year Financial Plan be prepared for approval at the July Board meeting to maintain the same service levels as 2026 but include a 3% increase to the overall Collections budget.

Carried

Board Skills Inventory

4.6 Board Skills Inventory

Trustees were asked to complete the 2026 survey as soon as possible.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair

- A draft roadmap for future facility construction was presented to Council last night. The new central library and an additional branch library were included. We will need to continue advocacy to ensure the projects stay top of mind.
- The Director's review was conducted by the Executive Committee.
- Former Library Board Chair Daphne Herberts was elected to the BCLTA board at the recent AGM.

Policy Review Committee

5.2 Policy Review Committee

Moved by B. Seraphim and seconded

Donations and Gifts Policy

THAT the Library Board approves in principle the draft *Donations and Gift Acceptance Policy (F3)* as presented in the report dated June 18, 2026,

AND THAT final approval be considered once the related *Naming and Donor Recognition Policy (F5)* has been reviewed,

AND THAT staff be directed to prepare supporting procedures (e.g. gift acceptance checklists, appraisal templates, standard gift agreement language, and receipting workflows).

Carried

Fees and Charges Policy

Moved by D. Shaw and seconded

THAT the Library Board approves amending the *Fees and Charges Policy (F1)* as presented in the report dated June 18, 2026 which will come into full effect by September 14, 2026.

Carried

Fund Development Committee

5.3 Fund Development Committee

This committee has reviewed policy F4 and it will now be forwarded to the Policy Review Committee.

InterLINK

5.4 Public Library InterLINK

B. Seraphim updated the board on the latest developments at InterLINK. A report will be prepared for the next board meeting on the relationship between InterLINK membership fees and payments.

Arts, Culture & Heritage Committee

5.5 Arts, Culture & Heritage Committee

V. Simons updated the board on this committee.

BCLTA

5.6 BC Library Trustees Association

J. Summers attended the recent AGM on behalf of the Library Board.

6. <u>Roundtable</u>

A brief roundtable was held.

7. **In-Camera**

Moved by L. Coria and seconded

THAT, as provided in section 17.2.2. of the Board Meeting policy, this part of the Library Board be closed to the public.

Carried

The meeting moved in-camera at 8:09 p.m.

The meeting moved out of in-camera at 8:36 p.m.

8. **Adjournment**

The regular meeting of the library board was adjourned at 8:36 p.m.