Port Moody Public Library

# Minutes

## Regular Meeting - Port Moody Public Library Board

**Thursday, July 16, 2026**
**7:00 p.m.**
**Brovold Room**

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, July 16, 2026 in the Brovold Room.

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| **Present** | Jeff Summers, Chair<br>Jeremy Browne<br>Lino Coria<br>Diana Dilworth, Council Representative<br>Jo-Anne Parneta<br>Brenda Seraphim (arrived at 7:03 p.m.)<br>Debbie Shaw<br>Valerie Simons |
| **Regrets** | Stephanie Lam |
| **In Attendance** | Marc Saunders, Library Director<br>Heather Hadley, Deputy Director<br>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 L. Coria and seconded by J. Browne

**THAT the July 16, 2026 Library Board meeting agenda be approved.**

*Carried*

**3. Consent Agenda**

Moved by D. Shaw and seconded by J. Browne

**THAT all items on the consent agenda be approved or received for information as noted.**

3.1 Minutes of regular Library Board meeting of June 18, 2026 (for approval)
3.2 Library Activity Overview (for information)
3.3 Revenue and Expense Report to June 30, 2026 (for information)

*Carried*

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| | **4.** | **New Business** |
| **Director's Report** | 4.1 | Library Director's Report<br><br>Highlights from the Director's report were discussed. |
| **Land Acknowledgements** | 4.2 | Land Acknowledgement Practice<br><br>Land acknowledgements will only be made on special occasions, so they don't become performative. |
| **Provincial Library Grants Report 2026** | 4.3 | Provincial Library Grants Report 2026<br><br>Moved by L. Coria and seconded by V. Simons<br><br>**THAT the Library Board send a letter of thanks to the Minister of Housing and Municipal Affairs acknowledging the Public Libraries Provincial Grants Allocations for 2026.**<br><br>*Carried* |
| **Self-Checkout Machine Replacement** | 4.4 | Project Proposal to Replace Self-Checkout Machines<br><br>Moved by J. Parneta and seconded by L. Coria<br><br>**THAT the Library Board approve the expenditure of up to $90,000 from the Library's Future Capital Reserve to replace the self-checkout machines.**<br><br>*Carried* |
| **2027 Budget Submission** | 4.5 | Library 2027 Budget Submission<br><br>Moved by J. Browne and seconded by D. Shaw<br><br>**THAT the library's 2027-2031 Five Year Financial Plan submission be approved and forwarded to the City of Port Moody's Finance Department.**<br><br>*Carried* |
| | **5.** | **Reports from Board Committees/Representatives** |
| **Board Chair** | 5.1 | Update from Library Board Chair<br>• The Chair and Library Director will prepare an information package for the prospective electoral candidates and offer to meet with them to discuss the importance of the library in the community.<br>• The Summer Reading Club ceremony will be held on Saturday, August 15 at 1:00 p.m. A few trustees are needed to hand out medals.<br>• The Library Board Open House will be held on Monday, September 14 at 6:30 p.m. Trustees are invited to attend. Two trustees are needed to help present.<br>• The White Pines Gala will be held on Wednesday, September 23 from 6-8 p.m. Trustees are invited to attend. |

**Policy Review Committee**

**Fundraising and Sponsorship Policy**

5.2 Policy Review Committee

Moved by V. Simons and seconded by D. Shaw

**THAT the Library Board approves in principle the draft *Fundraising and Sponsorship Policy (F4)* as presented in the report dated July 16, 2026,**

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

*Carried*

**Fund Development Committee**

5.3 Fund Development Committee

This committee met to discuss policy F5. It was suggested that the Policy Review Committee might want to meet sooner to discuss this policy as well.

**InterLINK**

5.4 Public Library InterLINK

A report on the InterLINK funding model was discussed. The next InterLINK meeting will be held on September 29.

**Arts, Culture & Heritage Committee**

5.5 Arts, Culture & Heritage Committee

V. Simons had been unable to attend the last meeting.

**BCLTA**

5.6 BC Library Trustees Association

Nothing new to report.

**6. Roundtable**

A brief roundtable was held.

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

Moved by B. Seraphim and seconded by J. Browne

**THAT, as provided in section 17.2.1, 17.2.2 and 17.2.8 of the Board Meeting policy, this part of the meeting of the Library Board be closed to the public.**

The meeting moved in-camera at 7:45 p.m.
The meeting moved out of in-camera at 8:10 p.m.

**8. Adjournment**

The regular meeting of the library board was adjourned at 8:22 p.m.