



Port Colborne Public Library Board

MINUTES of the 8th Regular Board Meeting of 2018

Held Tuesday, October 16, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Valerie Catton (Vice Chair), Jeanette Frenette, Bryan Ingram, Ann Kennerly

Staff: Scott Luey (CEO), Susan Therrien (Director of Library Services)

Regrets: Harmony Cooper, Cheryl MacMillan

1. Call to Order:

Michael Cooper, Chair, called the meeting to order at 6:15 p.m.

2. Invocation:

The invocation was read.

3. Chairperson's Remarks:

Mr. Cooper welcomed the Board.

4. Approval of the Agenda:

Moved by V. Catton

Seconded by A. Kennerly

18:056 That the agenda be adopted as circulated.

CARRIED.

5. Declaration of Conflict of Interest:

Nil.

6. Delegations:

Nil.



7. Approval of the Minutes of the Previous Meeting of Tuesday, September 11, 2018:

Moved by B. Ingram
Seconded by J. Frenette

18:057 That the minutes of the September 11, 2018 meeting be adopted with one amendment.

CARRIED.

8. Business Arising from the Minutes:

Nil.

9. Agenda Items:

i. Legacy Document Working Session with CEO Scott Luey

The Board worked on the Legacy Document and will continue the session at the November Board meeting.

ii. Governance and Policy Review

- Employment of Employees
- Prevention of Workplace Violence
- Health and Safety of Staff
- Safety, Security, and Emergencies
- Accessibility

iii. Strategic Plan Implementation

The Director reported on work accomplished to date regarding implementing the goals of the Strategic Plan.

iv. Report on Capital Projects

a. PC Lions Gazebo

The project is now finished with installation of external LED security lighting on the



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north side of the library (facing Elgin Street) completed.

b. Carpeting, Shelving and Furniture

The carpeting, shelving, and furniture projects are scheduled to be completed by Friday, November 30, 2018. Signage will include a plaque to acknowledge the bequest that made the Adult Fiction room's new shelving and furniture possible. An Open House will be planned.

All efforts have been made to keep the library open during the carpet installation projects however the Children's Room cannot be closed off completely from the rest of the library due to its location and high ceiling. Due to health and safety concerns, the Director requested that the Board approve the closure of the Library to the public on the installation date(s). The dates include Monday, November 19 and, if necessary, Tuesday, November 20, 2018. If the library closes to the public, library staff will work in their offices on the administrative level or will engage in Staff Development activities.

Moved by B. Ingram
Seconded by V. Catton

18:058 To close the library on Monday, November 19, 2018, to facilitate carpet replacement in the Children's Room with the potential for a second closed day on Tuesday, November 20, 2018, per the Director's discretion.

CARRIED.

c. LED Retrofit Project

The City of Port Colborne was approached by its hydro provider, Canadian Niagara Power, regarding an incentive to retrofit bulbs in City facilities to energy efficient LEDs. As a result, 538 fluorescent bulbs were replaced with LEDs at the library. The cost before the incentive would have been \$4,605.28. The incentive from CNP was \$3,766.00. The total cost to the Library was \$839.28. The City's Facilities Maintenance staff did the retrofits and completed the project in October.

d. Cultural Block Security

Pinder's Security Products was onsite September 26, 2018, to assess the library and museum for wiring requirements for security cameras.

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e. **Risk Assessment Security Upgrades**

Pinder's Security Products assessed wiring requirements for swipe doors at the library and to program the elevator on September 26, 2018.

f. **Accessible Public Washroom: Updates**

The renovation is scheduled for the spring of 2019.

v. **Committee Reports:**

Accessibility Committee (B. Ingram, V. Catton):

Nil.

Cultural Block Sub-Committee (M. Cooper, V. Catton):

V. Catton reported that the committee will meet to review a proposal received from consultant Lyn Royce regarding a Master Plan for the Cultural Block.

10. **Administrative Business:**

i. **Correspondence:**

The Board received a card of thanks from Councilor John Mayne; and, reviewed a letter of appreciation to William Higgins who resigned from the Board.

Moved by A. Kennerly
Seconded by J. Frenette

18:059 That the correspondence be received for information purposes.
CARRIED

ii. **Public Relations Report:**

Librarian R. Tkachuk submitted reports on Pop-Up Library, Outreach, and Summer Programming activities.



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Moved by V. Catton
Seconded by A. Kennerly

18:060 That the Public Relations report be received for information purposes.
CARRIED

iii. **Chief Executive Officer's Report:**

Nil.

iv. **Treasurer's Report:**

Nil.

v. **Director's Report:**

a. **Port Colborne High School Co-Op Student**

The library is hosting a PCHS student for a co-op placement during the first semester of the school year.

b. **John Howard Society Onsite Social Worker**

The Port Colborne, Welland, Pelham, Thorold, and Fort Erie public libraries have partnered with the John Howard Society for an onsite social worker. The contract will run from September 2018 to May 2019.

c. **2019: "Let's Talk" Series and "Read to the Bump" Story Time**

The library is planning to partner with various agencies to reach out to the community through information sessions. Proposed topics include homelessness, human trafficking, the opioid crisis, and teen suicide. The library is also planning a "Read to the Bump" story time for expectant mothers to help connect them with prenatal health care information.

d. **Report on Meetings and Workshops**

- i. "Social Determinants of Health Advisory Committee—Everyone Matters," October 6, 2018



- ii. "Community on Human Trafficking in Niagara," Saturday, October 13, 2018

e. Incident Report

The Director reported on two incidents.

f. Health and Safety

- i. Fire Drill, October 31, 2018, with Port Colborne Fire Department
- ii. Workplace Inspection Report

Moved by A. Kennerly
Seconded by J. Frenette

18:061 That the Director's report be received for information purposes.
CARRIED

Circulation Report:

Deferred to the November 2018 meeting.

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, November 13, 2018, 6:00 p.m.
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14. Adjournment:

Moved by J. Frenette
Seconded by B. Ingram

18:062 That the meeting be adjourned at 8:02 p.m.
CARRIED.

Michael Cooper, Library Board Chair

November 13, 2018