



## Port Colborne Public Library Board

### INAUGURAL MEETING MINUTES

The first regular meeting of the Port Colborne Public Library Board for 2019 was held

Tuesday, January 22, 2019, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

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**Present:** Michael Cooper (Chair), Bryan Ingram (Vice Chair), Councilor Mark Bagu, Brian Beck, Valerie Catton, Harmony Cooper, Jeanette Frenette,  
**Staff:** Susan Therrien (Director of Library Services/Board Secretary)  
**Regrets:** Scott Luey (CEO), Peter Senese (Treasurer), Ann Kennerly, Cheryl MacMillan

#### 1. Call to Order:

Susan Therrien, CEO designate, called the meeting to order at 6:03 p.m. and presided over the election of the Chair.

#### 2. Announcement of New Board Members: Councilor Mark Bagu, Brian Beck, Valerie Catton, Harmony Cooper, Michael Cooper, Jeanette Frenette, Bryan Ingram, Ann Kennerly, and Cheryl MacMillan

S. Therrien welcomed the new Board. Members introduced themselves and spoke a few words about their background.

#### 3. Election of Chair:

S. Therrien called for nominations for the position of Chair. Michael Cooper was nominated by H. Cooper. Mr. Cooper accepted the nomination. There being no further nominations, Mr. Cooper was declared Chair duly elected by acclamation.

Mr. Cooper assumed the Chair.

#### 4. Election of Vice-Chair:

The Chair called for nominations for the position of Vice-Chair. Valerie Catton was nominated by H. Cooper. Ms. Catton declined the nomination. The Chair called for further nominations. J. Frenette nominated Bryan Ingram. Mr. Ingram accepted the nomination. There being no further nominations, Mr. Ingram was declared Vice-Chair duly elected by acclamation.



**5. Chairperson's Remarks:**

Mr. Cooper welcomed the new Board and stated that he was eager to start the new term and to build on the accomplishments of the outgoing Board. He also acknowledged the efforts of library staff who worked hard to complete capital projects in 2018.

**6. Adoption of the Regular Agenda:**

Moved by H. Cooper  
Seconded by V. Catton

19:001 That the agenda be adopted as circulated.  
CARRIED.

**7. Declaration of Conflict of Interest:**

Nil.

**8. Delegations:**

Nil.

**9. Approval of the Minutes of the Previous Meeting of December 11, 2018:**

Moved by B. Ingram  
Seconded by J. Frenette

19:002 That the minutes of the December 11, 2018 meeting be adopted.  
CARRIED.

**10. Business Arising from the Minutes:**

Nil.

**11. Agenda Items:**

**11.1. Budget 2019**



The Director attended the Council Budget meetings scheduled January 21 and 23, 2019.

**11.2. Signing Authorities**

The Chair and Vice-Chair are required to sign an Identification of Account Signatories document for the bank.

**11.3. Strategic Plan Implementation**

The Director reported on work accomplished to date.

**11.4. Capital Projects: Progress Report**

▪ Cultural Block Security

The security camera project will be completed in January 2019.

▪ Risk Assessment Security Upgrades

Installation and activation of swipe-doors will be completed in January 2019.

▪ Shelving, Furniture, and Flooring

Items on back-order for the Atrium are scheduled to arrive January 27, 2019. This will complete the projects.

▪ Accessible Public Washroom

The tender for the project will be advertised after February 1, 2019.

▪ King Street Entrance Accessibility

No updates to report.

▪ Accessible Doors

The Director has contacted Jim Huppunen, Manager of Engineering Services &



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Facility Maintenance, regarding pricing for the installation of accessible doors for the auditorium and elsewhere in the facility as needed.

### 11.5. Policy Review

- Mission, Vision, and Values Statements
- Procurement
- Board Orientation

### 12. Committees and Trustee Appointments:

- Accessibility Committee
- Cultural Block Sub-Committee

Moved by H. Cooper  
Seconded by B. Ingram

19:003 That the Accessibility Committee and Cultural Block Sub-Committee be dissolved as they have fulfilled their original mandates.

CARRIED.

- Southern Ontario Library Service (SOLS) Trustee Council Representative
- Federation of Public Libraries (FOPL) Board Voting Delegate Trustee

Confirmation of appointments deferred to the next meeting.

### 13. Correspondence

- Appreciation Letter to the Port Colborne Lions Club for Donation
- Appreciation Letter Regarding Bequest from the Estate of Garnet McDiarmid

Moved by H. Cooper  
Seconded by J. Frenette

19:004 That the correspondence be received for information purposes.

CARRIED

### 14. Public Relations Report:



Librarian R. Tkachuk submitted a report on Pop-Up Library outreach activities and library programming including the Brad Boland Holiday Music Concert, the City of Port Colborne's New Year's Eve Family Celebration, and the launch of library's new Music Makerspace. Art in the Atrium will feature student art from Port Colborne High School (January 2019) and Lakeshore Catholic High School (February 2019).

Moved by V. Catton

Seconded by C. MacMillan

19:005 That the Public Relation's report be received for information purposes.

CARRIED

**15. Chief Executive Officer's Report**

Nil.

**16. Treasurer's Report**

Nil.

**17. Director's Report**

**17.1. Performance Appraisals and Staff Development**

Performance appraisals for all staff were all completed for 2018. The Director is scheduling staff development training opportunities for 2019.

**17.2. Fire Safety Plan**

Charles Turpin, Fire Prevention Officer, met with the Director on January 7, 2019, to tour the facility and review the Library's Fire Safety Plan. Library staff will be enrolled in Fire Extinguisher refresher training. A fire drill and review of the Fire Safety Plan will be held annually in October.

**17.3. Let's Talk Series**

The first session of the "Let's Talk" series is scheduled for March 27, 2019, 6:30-8:00 p.m. The topic will be "Let's Talk: Housing and Homelessness" and is being



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coordinated with Jeffrey Sinclair, Homelessness Action Plan Advisor, Community Services, Niagara Region. The goal of the session is to present the bigger picture of homelessness and to try to dispel myths surrounding this issue. The session will be open to the community and will be held in the library.

### **17.4. Justice Niagara Information Sessions**

Information sessions will include topics such as tenant and landlord rights, estates, and wills. Presenters and dates are to be determined.

### **17.5. John Howard Society**

The Library is currently participating in a joint partnership with the John Howard Society for the placement of a social worker onsite at the Port Colborne, Welland, Pelham, Thorold and Fort Erie Public Libraries. The programme runs until the end of April 2019.

Moved by B. Ingram  
Seconded by J. Frenette

19:006 That the Director's report be received for information purposes.  
CARRIED

### **18. Circulation Report: 2018 Final Summary**

Moved by H. Cooper  
Seconded by J. Frenette

19:007 That the Final Summary Circulation Report for 2018 be received for information purposes.  
CARRIED.

### **19. Board Members' Items:**

Nil.

### **20. Notices of Motion:**

Nil.



**21. Date of the Next Meeting:**

Tuesday, February 5, 2019, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
310 King St., Port Colborne, ON

**22. Adjournment:**

Moved by J. Frenette  
Seconded by V. Catton

19:008 That the meeting be adjourned at 7:43 p.m.  
CARRIED.

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Michael Cooper, Chair

February 5, 2019