



MINUTES of the 7th Regular Board Meeting of 2020

Tuesday, September 8, 2020, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

Present:

Michael Cooper (Chair)

Bryan Ingram (Vice-Chair)

Councilor Mark Bagu

Brian Beck

Valerie Catton

Jeanette Frenette

Ann Kennerly

Cheryl MacMillan

Scott Luey (CEO)

Bryan Boles (Treasurer)

Susan Therrien (Director of Library Services/Board Secretary)

Regrets:

Harmony Cooper

1. Call to Order:

The Chair called the meeting to order at 6:17 p.m.

2. Declaration of Conflict of Interest:

Nil.

3. Adoption of the Agenda:

Moved by C. MacMillan

Seconded by J. Frenette

20:043 That the agenda be adopted as circulated.

CARRIED

4. Approval of the Minutes of the Previous Meeting:



Moved by J. Frenette

Seconded by A. Kennerly

20:044 That the minutes of the August 18, 2020 meeting be adopted as circulated.

CARRIED

5. Business Arising from the Minutes:

Nil.

6. Consent Items

6.1. Circulation Reports

6.1.1. July 2020

6.1.2. July 2020 Digital Programing

6.1.3. RB Digital Circulation Summary

6.2. Financial Statement

6.2.1. September 2, 2020

6.3. Public Relations Report

Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources, social media, and community feedback.

6.4. Media Items

- *Library Digital Programming Newsletter: September 2020*
- *City Hall News: September 2020*

Moved by C. MacMillan

Seconded by J. Frenette

20:045 That Consent Items 6.1 to 6.4 be received for information purposes.

CARRIED

7. Discussion Items



7.1. Evergreen ILS Migration: Schedule, Training and Reports

The Board reviewed the status of the Integrated Library System (ILS) migration project to date. The Go-Live date is scheduled for Nov. 19, 2020. During the month of October, library staff will receive online training for OPAC, circulation, cataloguing, and administrative modules. Some sessions will be shared with Welland Public Library to reduce training costs. Staff are engaged in projects to prepare the catalogue and collection in accordance with LiNC (Libraries in Niagara Cooperative) cataloguing and collection policies.

7.2. Libraries in Niagara Cooperative (LiNC): Policies

7.2.1. Circulation Policy

The Board reviewed the Libraries in Niagara Cooperative (LiNC) cataloguing and circulation policies and approved changes to Circulation Policy (OP-17).

Moved by B. Ingram

Seconded by A. Kennerly

20:046 That the Port Colborne Public Library Board adopts the Libraries in Niagara Cooperative cataloguing policy as presented; and

That the Port Colborne Public Library Board adopts the Libraries in Niagara Cooperative's circulation policy and revisions to Circulation Policy (OP-12) as presented.

CARRIED

8. Decision Items

8.1. Draft 2021 Operating Budget

The Board reviewed the draft 2021 Operating Budget.

Moved by B. Ingram

Seconded by A. Kennerly

20:047 That the 2021 Operating Budget be approved as presented.

CARRIED



10 Board Members' Items:

Nil.

11 Notices of Motion:

Nil.

12 Date of the Next Meeting:

Tuesday, October 6, 2020 at 6:15 p.m.
Virtual Meeting via Microsoft Teams

13 Adjournment:

Moved by J. Frenette
Seconded by C. MacMillan

20:048 That the meeting be adjourned at 6:45 p.m.
CARRIED

Michael Cooper
Board Chair
November 3, 2020

Susan Therrien, Director of Library Services
Board Secretary
November 3, 2020