



Port Colborne Public Library Board

MINUTES of the 2nd Regular Board Meeting of 2020

Tuesday, February 4, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present:

Michael Cooper (Chair)
Bryan Ingram (Vice-Chair)
Valerie Catton
Harmony Cooper
Jeanette Frenette
Ann Kennerly
Cheryl MacMillan
Susan Therrien (Director of Library Services/Board Secretary)
Rachel Tkachuk (Librarian)

Regrets:

Councilor Mark Bagu
Brian Beck
Scott Luey (CEO)
Peter Senese (Treasurer)

1. Call to Order:

The Chair called the meeting to order at 6:24 p.m.

2. Chair's Remarks:

Mr. Cooper welcomed the Board.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:



Moved by C. MacMillan

Seconded by H. Cooper

20:006 That the agenda be adopted as circulated.

CARRIED

5. Approval of the Minutes of the Previous Meeting:

Moved by A. Kennerly

Seconded by J. Frenette

20:007 That the minutes of the January 7, 2020 meeting be adopted as circulated.

CARRIED

6. Business Arising from the Minutes:

Moved by A. Kennerly

Seconded by J. Frenette

20:008 That Bylaw **BL-03: Meetings of the Board**, Section 2, Clause 2, be amended to reflect recent changes to the *Public Libraries Act* regarding the minimum number of meetings required from ten (10) to seven (7) as follows:

"In accordance with the Public Libraries Act, section 16(1), the library board shall hold regular meetings once a month at least 7 months each year and at such other times as it considers necessary."

7. Delegations and Presentations:

Nil.

8. Consent Items:

8.1. Circulation Reports

- December 2019
- 4th Quarter 2019
- Final Summary 2019

8.2. Financial Statement

- January 20, 2020



8.3. Public Relations Report

Librarian R. Tkachuk reported on library programming and Pop-Up Library Outreach.

8.4. Media Items

- February 2020 Newsletter
- City Hall News, February 2020

Moved by A. Kennerly

Seconded by B. Ingram

20:009 That Consent Items 8.1 to 8.4 be received for information purposes.

CARRIED

9. Discussion Items

9.1. Director's Report

a. In Memorium: Alex Luey

Library staff have donated money to purchase a selection of hockey books to be added to the children's collection in memory of Alex Luey. A memorial plaque will also be added to the Donor Recognition Wall in his memory.

b. In Memorium: Trevor Cobain

The Board was notified of the passing of former Board Chair, Trevor Cobain. A card will be sent to his family and a memorial plaque added to the Donor Recognition Wall in his memory.

c. CUPE Negotiations

Negotiation dates are in the process of being scheduled.

d. "Let's Talk About..." Series

The Niagara Poverty Reduction Network, in partnership with the Niagara Community Legal Clinic, will present an information session on "Renting in Niagara: Housing Supports and Tenant Rights" on February 26, 2020 at the Port Colborne Library.



e. John Howard Society Partnership

Kara-Lee Carson-Simpson from the John Howard Society will be onsite at the library every Monday from 2-3:00 p.m. She will also coordinate two programs for the public: "Self Care" in March and "Parenting 101" in April.

f. Co-Op Student Placement

The first semester placement has been completed.

g. #PortColborneProud Photo Contest

The contest deadline of January 31, 2020 has passed with 109 entries received. The next step in the timeline will be judging to determine finalists. The library will host a display of the finalists' photographs after the online public vote.

h. Meetings, Workshops, Training

- *Leadership Program*. J. Sider and K. Lascelles selected to participate
- *OLA Super Conference*, Jan. 31, 2020. Attended by S. Therrien, R. Tkachuk and J. Sider

i. Health and Safety

Library staff selected for the Multi-Workplace Joint Health and Safety Committee:

- S. Therrien, Management Representative
- C. Tice, Worker Representative

j. Evergreen: Migration Update

The Director presented the preliminary quote for migration to the new integrated library system. The final quote will be presented for approval at the March meeting.

Moved by H. Cooper
Seconded by C. MacMillan

20:010 That the Director's Report be received for information purposes.
CARRIED



9.2. Signing Authority and Appointment of Interim Treasurer

Moved by B. Ingram
Seconded by H. Cooper

20:011 That Stephen Corr, *Manager of Revenue and Taxation*, be appointed Interim Treasurer.

CARRIED

9.3. Distribution of Board Package and Documents

The Board will receive draft policies seven (7) days prior to the meeting. The agenda, minutes, and remaining documents will be distributed on the Thursday prior to the meeting.

9.4. Strategic Plan Implementation Report

The Board received updates on implementation of the strategic plan.

9.5. Revised 2020 Capital Budget

The 2020 capital budget was revised as per instructions received at the January 2020 meeting.

9.6. Capital Projects Update

The official opening of the universal accessible washroom is scheduled for February 10, 2020, with MP Vance Badawey and Mayor Steele in attendance. Members of the Accessibility Committee will also be invited. The project was funded in part by the Enabling Accessibility Fund for Small Projects in the amount of \$29,402.00. The total cost of the project was \$41,998.00.

9.7. King Street Sign

The Board identified the replacement of the aging and damaged King Street Sign as a capital project in its 2020 5-Year Capital Plan. Funding for the replacement of the sign will come mostly from the library's reserves. The Board discussed other funding opportunities to help fund the project.



9.8. Pelham Public Library Board

The Board reviewed news articles concerning the Pelham Public Library Board's conflict with the Town of Pelham regarding the appointment of a Library CEO.

9.9. Board Self-Evaluation

Discussion of the evaluation results is scheduled for the April 2020 Board meeting.

10. Decision Items

10.1. Policy Table and Review Schedule

The Board reviewed the schedule received from the Director.

10.2. Policy Review—Deferred to the March 2020 meeting.

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, March 3, 2020 at 6:15 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

14. Adjournment:

Moved by J. Frenette
Seconded by B. Ingram

20:012 That the meeting be adjourned at 7:16 p.m.
CARRIED



PORT COLBORNE
PUBLIC LIBRARY

Port Colborne Public Library Board

Michael Cooper
Board Chair
March 3, 2020

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