

Port Colborne Public Library Board

MINUTES of the Tenth Regular Meeting of 2021

Date: Tuesday, December 7, 2021
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

Members Present: M. Cooper, Chair
B. Ingram, Vice-Chair
M. Bagu, Councillor
V. Catton
J. Frenette
A. Kennerly
C. MacMillan

Regrets: B. Beck
H. Cooper
B. Boles, Board Treasurer

Staff Present: S. Luey, Chief Executive Officer
S. Therrien, Director of Library Services (Board Secretary)

1. Call to Order

The Chair called the meeting to order at approximately 6:20 p.m.

2. Declaration of Conflict of Interest

3. Adoption of the Agenda

Moved by C. MacMillan
Seconded by A. Kennerly

That the agenda dated December 7, 2021 be adopted, as circulated.

Carried

4. Approval of Minutes

Moved by J. Frenette
Seconded by B. Ingram

That the minutes of the regular meeting dated November 2, 2021 be approved, as circulated.

Carried

5. Business Arising from the Minutes

6. Consent Items

6.1. Circulation Reports

- 6.1.1. October 2021 Circulation Report
- 6.1.2. October and November 2021 Circulation Reports

6.2. Financial Statement

- December 2, 2021

6.3. Public Relations Report

Report submitted by Librarian R. Tkachuk on library programming, e-resources, and social media during November 2021.

6.4. Media Items

- 6.4.1. Port Colborne Public Library Digital Newsletter, December 2021
- 6.4.2. City Hall News, December 2021

Moved by B. Ingram
Seconded by A. Kennerly

That consent items 6.1 to 6.4 be received for information purposes.

Carried

7. Discussion Items

7.1. Director's Report (S. Therrien)

7.1.1. COVID-19 Update

The library remains open to the public providing contactless curbside pick-up, in-person browsing, public computer access, print services, and take-and-make crafts. All visitors are actively screened.

7.1.2. Facilities Update

- OTF Resilient Communities Fund projects to improve capacity in public workspaces and service areas are in progress. All work will be completed by the March 31, 2022 deadline.
- Preliminary work and site visits have been completed for the NRBN Connectivity and Voice Solutions project. No further updates to report.

7.1.3. Community Partners

The Director reported on the library's partnership activities with the Port Colborne Optimists Club, Community Living Port-Colborne Wainfleet, and local schools.

7.1.4. Recreate A Book Cover Contest

The contest is open to the community and the library has received many excellent entries. The Board will assist in judging the submissions. Winners will be announced in late December 2021.

7.2. Challenged Items (S. Therrien)

The Board reviewed *OP-04: Collection Development* to ensure that the policy and the accompanying "Statement of Concern about Library Materials" form adequately covers potential book challenges.

8. Decision Items

8.1. Policy Review

- 8.1.1.** BL-01: Statement of Authority of the Board
- 8.1.2.** BL-02: Composition of the Board and Terms of Reference for Officers
- 8.1.3.** GOV-08: Board-CEO Relationship (includes Appendix A: CEO Performance Evaluation)

Moved by B. Ingram
Seconded by A. Kennerly

That the Board approves policies 8.1.1 to 8.1.3 as presented.

Carried

9. Confidential Items

Motion to go into closed session (1 item)

Moved by A. Kennerly
Seconded by C. MacMillan

That the Board do now proceed into closed session in order to address the following matter:

Board-CEO Relationship, concerning the performance review of the Chief Executive Officer, pursuant to reasons permitted under the Public Libraries Act and the Municipal Act, 2001, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal and local board employees at approximately 6:43 p.m.

Carried

Moved by B. Ingram
Seconded by C. MacMillan

That the Board do now rise from closed session with report at approximately 7:53 p.m.

Carried

10. Board Members' Items

11. Notices of Motion

12. Date of the Next Meeting

Tuesday, January 11, 2022 at 6:15 p.m. via Microsoft Teams

13. Adjournment

Moved by C. MacMillan
Seconded by B. Ingram

That the meeting be adjourned at approximately 7:58 p.m.

Carried.

Michael Cooper
Board Chair
January 11, 2022

Susan Therrien
Director of Library Services
Board Secretary
January 11, 2022