

## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, December 6, 2023  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** M. Cooper, Chair  
B. Ingram, Vice Chair (attended remotely via Teams)  
M. Bagu, Councillor  
H. Cooper  
C. MacMillan  
B. Beck  
M. Booth  
E. Tanini

**Members Absent:** A. Desmarais

**Staff Present:** S. Therrien, Chief Executive Officer

### 1. **Call to Order**

The Chair called the meeting to order at 6:03 p.m.

### 2. **Land Acknowledgement**

The Chair recited the Land Acknowledgement Statement.

### 3. **Disclosures of Interest**

There were no disclosures of interest.

### 4. **Adoption of Agenda**

Moved by H. Cooper  
Seconded by M. Booth

That the agenda dated December 6, 2023 be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by C. MacMillan

Seconded by H. Cooper

That the minutes of the November 1, 2023 meeting be approved, as circulated.

Carried

**5.1 Minutes of the November 1, 2023 Board Meeting**

**6. Business Arising from the Minutes**

Moved by B. Beck

Seconded by C. MacMillan

That the CEO's report on accreditation be received for information, as presented.

Carried

**6.1 CEO Verbal Report - Accreditation**

The CEO provided a report on accreditation, the process, and benefits to ensure that public libraries are able to demonstrate and achieve the highest standard and quality of service.

**7. Consent Items**

Moved by H. Cooper

Seconded by B. Beck

That the Board receive items 7.1 to 7.4 for information, as presented.

Carried

**7.1 Financial Report**

a. **Financial Report - November 30, 2023**

**7.2 Circulation Report**

a. **Circulation Report - October 2023**

**7.3 Public Relations Report**

a. **Librarian's Report, December 2023**

**7.4 Media Items**

**a. Off the Shelf Newsletter, December 2023**

**8. Discussion Items**

**8.1 Committee Reports**

Moved by H. Cooper

Seconded by C. MacMillan

That the Board receive items 8.1(a) to 8.1(c) for information, as presented

Carried

**a. CEO Hiring and Transition Committee**

The Hiring Committee reported that it did not meet and is on pause while the Board explores options.

**b. Advocacy and Fundraising Committee**

The Committee was unable to meet but members reported on their fundraising efforts.

**c. Policy Review and Development Committee**

The Committee is planning a working session to review policies.

**8.2 CEO Verbal Report - Year-End Reports and Board Evaluation Process**

Moved by H. Cooper

Seconded by Councillor M. Bagu

That the CEO's Report be received for information, as presented.

Carried

**a. Capital and Operational Projects Update**

The CEO reported that the flat roof repairs project is scheduled for completion by year-end. The elevator modernization project is re-scheduled for May 2024. The CEO confirmed that a Designated Substances Survey was completed in 2021.

**b. Development Charges**

The CEO reported that the library's submission for the development charges report will be submitted in early December as per the consultant's deadline.

**c. Memorandum of Understanding**

The Memorandum of Understanding is on hold until the new year.

**d. Year-End Reports Update**

The CEO advised that staff are working on year-end reports for 2023. Due to the early meeting date in January, final data may be pending for some reports including circulation statistics.

**e. Board Development and Evaluation**

A draft work plan for the board and board evaluation questionnaire will be presented at the January 2024 meeting.

**9. Confidential Items**

The Board moved into closed session at approximately 6:37 p.m.

The Board reconvened into open session at approximately 7:08 p.m.

Moved by C. MacMillan

Seconded by H. Cooper

That the Board proceed into closed session in order to discuss items 9.1 to 9.4.

Carried

**9.1 Minutes of the closed session portion of the November 1, 2023 meeting**

**9.2 Minutes of the closed meeting of November 1, 2023**

**9.3 Minutes of the closed meeting of November 21, 2023**

**9.4 Confidential Human Resources Matter- pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual**

**10. Motions**

**11. Notice of Motions**

**12. Roundtable**

**12.1 Meetings in 2024 (M. Cooper)**

The Chair advised the Board that there may be extra meetings in 2024 outside of the regular meeting schedule.

**13. Other Business**

Nil.

**14. Next Meeting Date and Adjournment**

The next meeting of the Board will be held January 3, 2024, in the auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:11 p.m.

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Michael Cooper, Chair

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Susan Therrien, Chief Executive  
Officer / Board Secretary-  
Treasurer