

## Port Colborne Public Library Board

### MINUTES of the Second Regular Meeting of 2023

**Date:** Wednesday, February 1, 2023  
**Time:** 6:00 p.m.  
**Location:** L.R. Wilson Heritage Archives  
286 King Street, Port Colborne

**Members Present:** B. Ingram, Vice-Chair  
M. Bagu, Councillor  
M. Booth  
H. Cooper  
A. Desmarais  
C. MacMillan  
E. Tanini

**Staff Present:** S. Therrien, Director of Library Services (Board Secretary)  
B. Boles, Board Treasurer  
R. Tkachuk, Librarian

**Regrets:** B. Beck  
M. Cooper, Chair  
S. Luey, Chief Executive Officer

### **BOARD ORIENTATION**

Board orientation and training began at approximately 6:02 p.m., conducted by N. Rubli, City Clerk.

The session ended at approximately 6:34 p.m.

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

B. Ingram, Vice-Chair, chaired the meeting in the absence of M. Cooper, and called the meeting to order at approximately 6:39 p.m.

#### **2. Land Acknowledgement**

**3. Declaration of Conflict of Interest**

**4. Adoption of the Agenda**

Motion 2023-005

Moved by H. Cooper

Seconded by A. Desmarais

That the agenda dated February 1, 2023 be **ADOPTED**, as circulated.

Carried.

**5. Approval of Minutes**

Motion 2023-006

Moved by A. Desmarais

Seconded by H. Cooper

That the minutes of the regular meeting dated January 11, 2023 be **APPROVED**, as amended.

Carried.

**6. Business Arising from the Minutes**

**6.1. Library Hours of Operation**

Motion 2023-007

Moved by M. Bagu

Seconded by H. Cooper

That the Port Colborne Public Library Board receives the Library Hours of Operation staff report for information; and,

That the Board directs the Director of Library Services to prepare a report on open hours of service.

**6.2. Capital Projects Update**

The Director will provide an update on the scope of the Backflow/Water Closet capital project at the March 1, 2023 Board meeting.

## 7. Consent Items

### 7.1. Financial Statements

- 2023 Operating Budget (as of January 26, 2023)
- 2022 Operating Budget (as of January 26, 2023)
- 2022 Facilities Budget (as of January 26, 2023)

### 7.2. Staff Reports and Updates

- 2022/2023 Capital Projects Summary
- 2023-2027 Strategic Plan Working Document
- Public Relations Report – January 2023

### 7.3. Media Items

- Port Colborne Public Library Digital Newsletter, February 2023
- City Hall News, February 2023

Motion 2023-008

Moved by C. MacMillan

Seconded by H. Cooper

That consent items 7.1 to 7.3 be **RECEIVED** for information purposes.

Carried.

## 8. Policy Review

- 8.1. BL-01: Statement of Authority and Powers of the Board
- 8.2. BL-02: Composition of the Board and Terms of Reference for Officers
- 8.3. BL-03: Meetings
- 8.4. BL-04: Amendment of By-laws
- 8.5. GOV-01: Purpose and Duties of the Board
- 8.6. GOV-03: Committees of the Board
- 8.7. GOV-04: Policy Development
- 8.8. GOV-05: Planning

Motion 2023-009

Moved by A. Desmarais

Seconded by C. MacMillan

That policies 9.1 to 9.8 be **APPROVED** as presented.

Carried.

## 9. Confidential Items

### 9.1. Motion to go into Closed Session (1 item)

Motion 2023-010

Moved by H. Cooper

Seconded by B. Beck

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 about 7:28 p.m.

Carried.

Motion 2023-012

Moved by C. MacMillan

Seconded by H. Cooper

That the Board do now rise from closed session with report at approximately 7:57 p.m.

Carried.

## 10. Other Business

## 11. Notices of Motion

## Port Colborne Public Library Board

### 12. Date of the Next Meeting

The next meeting will be held Wednesday, March 1, 2023, at 6:00 p.m. at the Port Colborne Public Library.

### 13. Adjournment

MOTION 2023-013

Moved by E. Tanini

Seconded by H. Cooper

That the meeting be **ADJOURNED** at approximately 8:04 p.m.

Carried.

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Michael Cooper  
Board Chair  
February 1, 2023

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Susan Therrien  
Director of Library Services  
Board Secretary  
February 1, 2023