

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, February 7, 2024
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Cooper, Chair
M. Bagu, Councillor
H. Cooper
B. Ingram, Vice-Chair (attended virtually)
C. MacMillan
B. Beck (attended virtually)
M. Booth
E. Tanini

Member(s) Absent: A. Desmarais

Others Present: Rachel Tkachuk, Library Services Manager

1. Call to Order

The Chair called the meeting to order at approximately 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 B. Ingram

That the agenda dated February 7, 2024 be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by E. Tanini
Seconded by H. Cooper

That the January 3, 2024 meeting minutes be approved, as circulated.

Carried

5.1 Minutes of the January 3, 2024 Board Meeting

6. Confidential Items

R. Tkachuk left the meeting at 6:05 p.m.

R. Tkachuk returned to the meeting at approximately 6:31 p.m.

Moved by H. Cooper
Seconded by E. Tanini

That the Board proceed into closed session in order to discuss items 6.1 and 6.2 at approximately 6:06 p.m.

Carried

Moved by B. Ingram
Seconded by M. Booth

That the Board approves the minutes of the closed session portion of the January 3, 2024 meeting, as circulated.

Carried

Moved by B. Beck
Seconded by E. Tanini

That the Board receives the Chief Executive Officer's recommendation that the Library Services Manager be assigned the role of Interim Acting CEO; and:

That the Board appoints the Library Services Manager to the position to Interim Acting Chief Executive Officer effective February 8, 2024, as per the conditions set out in the Acting CEO Assignment Agreement.

Carried

Moved by C. MacMillan
Seconded by H. Cooper

That the Board do now rise from closed session at approximately 6:29 p.m.

Carried

6.1 Minutes of the closed portion of the January 3, 2024 meeting

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

7. Business Arising from the Minutes

8. Consent Items

Moved by H. Cooper
Seconded by M. Booth

That consent items 8.1 and 8.2 be received, as presented.

Carried

8.1 Financial Report

a. **2024 Operating Budget Financial Report, January 31, 2024**

b. **2023 Operating Budget Financial Report, as of January 31, 2024**

8.2 Correspondence

a. **CFLA Letter to the Parliamentary Secretary to the Minister of Canadian Heritage**

9. Discussion and Policy Items

9.1 Shared Services

The Chair reported on correspondence with Wainfleet Public Library regarding opportunities for shared services. The Chair advised the Board that he will report on any further correspondence at the March 2024 meeting.

Moved by E. Tanini
Seconded by B. Ingram

That the Board receives the Chair's update on shared services.

Carried

9.2 Policies

Moved by H. Cooper

Seconded by C. MacMillan

That the Board approves the revised Financial Oversight Policy, as presented; and,

That the Library's signing officers include Acting CEO until new CEO is hired.

Carried

a. Financial Oversight Policy

b. Signing Officers Update

c. Board-CEO Relationship

9.3 Board Governance

The Board Chair reported that he is working on items 9.3a - 9.3c and that these will be presented at the March 2024 meeting in further details.

a. Work Plan

b. Board Evaluation

c. Committees

9.4 Acting CEO's Report - Verbal

Moved by H. Cooper

Seconded by E. Tanini

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

Carried

a. Capital and Operating Projects Update

The Acting CEO reported on the progress of the elevator modernization project that is scheduled for May 2024. Phones are

scheduled to be installed mid-February. Other projects are still in the planning stages.

b. Staffing Updates

The Acting CEO reported on staffing changes including the hiring of a new librarian and two part-time library assistants.

c. Board and Staff Online Resources

The Acting CEO reported that staff are working on completing a dedicated portal so the Board will have online access to updated resources including training and policies. The site will be ready before the next meeting.

d. Library Website

The Acting CEO presented updated information about the library's website which is part of the City of Port Colborne's larger site. The presentation included some options to update the website as recommended by the City.

Moved by H. Cooper

Seconded by C. MacMillan

That the Board adopts the City's recommendation to transfer the library's webpages to Govstack at no cost to the library.

Carried

e. Public Washroom

The Acting CEO reported on the increasing number of incidents in the public washroom including damage and drug use. Staff have reached out to the City and the police to alert them to the situation and for recommendations on new procedures. Staff are implementing new protocols to monitor and prevent incidents.

10. Motions

11. Notice of Motions

12. Roundtable

12.1 Board Training (C. MacMillan)

Trustee MacMillan shared information on board training opportunities that she will forward to the Board.

12.2 Attendance (H. Cooper)

Trustee H. Cooper gave notice to the Board that she will be unable to attend the next two meetings.

12.3 Children's Program 50th Anniversary (M. Booth)

Trustee Booth alerted the Board that the 50th anniversary of the Canadian Children's Author program is upcoming.

13. Other Business

14. Next Meeting Date and Adjournment

The next meeting of the Board will held March 6, 2024, in the Auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:15 p.m.

Michael Cooper, Chair

Rachel Tkachuk, Library Services
Manager/Acting CEO (Board
Secretary-Treasurer)