



Port Colborne Public Library Board

MINUTES of the 7th Regular Board Meeting of 2019

Tuesday, August 13, 2019, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Bryan Ingram (Vice-Chair), Councilor Mark Bagu, Brian Beck, Valerie Catton, Harmony Cooper, Jeanette Frenette, Cheryl MacMillan
Staff: Scott Luey (CEO), Brenda Garrett (Treasurer), Susan Therrien (Director of Library Services/Board Secretary)
Regrets: Ann Kennerly

1. Call to Order:

The Chair called the meeting to order at 6:13 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 H. Cooper

Seconded by B. Ingram

19:045 That the agenda be adopted.

CARRIED.

5. Approval of the Minutes of the Previous Meeting of June 4, 2019:

Moved by J. Frenette

Seconded by C. MacMillan

19:046 That the minutes of the June 4, 2019 meeting be adopted as circulated.

CARRIED.



6. Business Arising from the Minutes:

Nil.

7. Delegations and Presentations:

Nil.

8. Consent Items:

- 8.1.** Circulation Report
- 8.2.** Financial Statement
- 8.3.** Strategic Plan Implementation Report
- 8.4.** Public Relations Report
- 8.5.** Media Items

Moved by B. Beck
Seconded by C. MacMillan

19:047 That Consent Items 8.1 to 8.4 be received for information purposes.
CARRIED.

9. Discussion Items:

9.1. Employee Engagement Survey Results

Scott Luey, CEO, reported on the results from the 2018 Employee Engagement Survey.

9.2. 2018 Financial Statements: Presented by Brenda Garrett, Treasurer

Moved by B. Ingram
Seconded by B. Beck

19:048 That the Draft 2018 Financial Statements be approved as presented with amendments as recommended by the Treasurer.

9.3. Director's Report

9.3.1. Website and Customer Service



Port Colborne Public Library Board

The Director reported on the City's new customer service project, re-branding, development of a new City website, and how these initiatives will be of benefit to the library.

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

The session on human trafficking (June 26, 2019) was attended by 80 people. Krystal Snider (YWCA Niagara) will be scheduled to do a more in-depth session on Human Trafficking Awareness for library staff in September. An invitation will be extended to local libraries, City staff and Council.

Two more sessions are scheduled for 2019: youth suicide prevention and awareness (September 25, 2019) and support services for parents/caregivers of youth with mental health issues and addictions (November 27, 2019, in partnership with Bridges CHC).

9.3.3. Youth Job Connection

The library hosted a job placement during the month of August.

9.3.4. John Howard Society Placement

The partnership will re-start in September 2019.

9.3.5. Health and Safety

Job Hazards Assessments for all job descriptions have been completed and submitted to Human Resources.

9.3.6. Staff Development

Moved by C. MacMillan
Seconded by H. Cooper

19:049 That the Library close for one day for Staff Development training in the month of September.

9.3.7. Meetings and Workshops



- Regional CEOs Meeting, hosted by Port Colborne Public Library, July 22, 2019
Attended by S. Therrien

9.3.8. Staff Updates

The Director reported on the hiring of a new full-time staff member.

9.3.9. Citizen Incidents and New Forms

The Director presented new forms to the Board to document incidents.

9.4. Capital Projects Report

9.4.1. Cultural Block Security Cameras

Installation of the security cameras has been completed.

9.4.2. Risk Assessment

Installation of the elevator lock-out is still pending.

9.4.3. Accessible Universal Washroom

Construction is scheduled to begin September 3, 2019. The print server and photocopier station will be moved to the Adult Fiction room to create an accessible path by the new washroom. Electrical, data and fax lines for the new print server area will be installed August 21, 2019. The waterfill station will be installed during the washroom project.

Moved by C. MacMillan

Seconded by H. Cooper

19:050 That \$10,290.70 be moved into the Library's Accessibility Grant account for the Accessible Washroom Project in order to meet the terms of the Enabling Accessibility Fund grant that requires the recipient to contribute 35% of the awarded amount.

9.4.4. Furnishing



Two new lounge chairs will be ordered for the Magazine Lounge for placement after completion of the washroom project.

9.4.5. King Street Entrance

No updates to report.

9.4.6. Other Accessible Doors

No updates to report.

9.5. Integrated Library System

The Director presented background information and options regarding the Integrated Library System. Further discussion was deferred to the next meeting.

10. Decision Items:

10.1. 2019 Operating Budget

Moved by B. Ingram
Seconded by H. Cooper

19:051 That the amended 2019 Operating Budget approved by Council be approved as presented.

10.2. Policies

- 10.2.1. Banking
- 10.2.2. Composition of the Board and Terms of Reference for Officers
- 10.2.3. Patron Code of Conduct
- 10.2.4. Public Internet Services
- 10.2.5. Collection Development
- 10.2.6. Accessibility in the Library

Moved by H. Cooper
Seconded by B. Ingram

19:052 That policy items 10.2.1 to 10.2.6 be approved as presented.
CARRIED



11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, September 17, 2019 at 6:15 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

14. Adjournment:

Moved by B. Ingram
Seconded by B. Beck
19:053 That the meeting be adjourned at 8:12 p.m.
CARRIED.

Michael Cooper
Board Chair
October 8, 2019

Susan Therrien, Director of Library Services
Board Secretary
October 8, 2019