



Port Colborne Public Library Board

MINUTES of the 4th Regular Board Meeting of 2020

Tuesday, May 19, 2020, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

Present:

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

Regrets:

Stephen Corr (Interim Treasurer)

1. Call to Order:

The Chair called the meeting to order at 6:18 p.m.

2. Chair's Remarks:

Mr. Cooper welcomed the Board. He expressed his thanks to Scott Luey and Councillor Bagu for their continued support of the library, and to library staff for their efforts to maintain services during the closure of the library due to the COVID-19 pandemic.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:



Moved by A. Kennerly
Seconded by J. Frenette

20:021 That the agenda be adopted as circulated.
CARRIED

5. Approval of the Minutes of the Previous Meeting:

Moved by B. Ingram
Seconded by C. MacMillan

20:022 That the minutes of the March 3, 2020 meeting be adopted as circulated.
CARRIED

6. Business Arising from the Minutes:

Nil.

7. Delegations and Presentations:

Nil.

8. Consent Items:

8.1. Circulation Reports

- April 2020
- First Quarter 2020

8.2. Financial Statement

- May 13, 2020

8.3. Public Relations Report

Report submitted by Librarian R. Tkachuk on virtual library programming and new e-resources to provide digital alternatives for library patrons during the library closure.

8.4. Media Items

- Library Digital Programming Newsletter, May 2020
- City Hall News, May 2020



Moved by C. MacMillan

Seconded by H. Cooper

20:023 That Consent Items 8.1 to 8.4 be received for information purposes.

CARRIED

9. Discussion Items

9.1. C.U.P.E. Collective Agreement

The Collective Agreement has been extended one year with a Memorandum of Understanding signed between the Board and the Union.

9.2. Evergreen Migration

The Director reported on the status of the migration project to Evergreen and provided information on the implementation timeline. Training on the new integrated library system will be provided to all staff prior to the go-live date in November 2020. The Director recommended that the library be closed to provide training for staff.

The Board reviewed two quotes for data extraction expenses. The Board discussed both options for data extraction and approved Quote 2 with the understanding that some data would not be carried over to the new database.

Moved by A. Kennerly

Seconded by B. Ingram

20:024 That the Port Colborne Public Library close for at least one day for staff training during the implementation of the new Integrated Library System.

CARRIED

Moved by B. Ingram

Seconded by H. Cooper

20:025 That the Board accepts the Director of Library Services' recommendation to accept Quote 2 for data extraction to realize a cost-savings of approximately \$7000.00 with the understanding that fines, circulation history and authority records will not be carried over to the new database.

CARRIED



9.3. Recovery and Reopening

The Board reviewed the library's *Recovery and Reopening Plan* presented by the Director. The plan includes protocols for the implementation of curbside pick-up and delivery. The Board inquired about the possibility of installing a cashless payment system and if e-transfers were an option. The Director was tasked to inquire about the possibility of debit payments and e-transfers.

a. Circulation Policies During the Pandemic

In response to the sudden and unexpected emergency closure of the library on March 13, 2020, the Director of Library Services made changes to the Circulation Policy to help diminish the hardship on library patrons and to help mitigate the extent of the interruption to library services. These changes included: extending due dates, increasing fine limit blocks, extending the number of overdue items per card, extending library privileges, and extending online membership expiry dates.

Moved by B. Ingram

Seconded by J. Frenette;

20:026 That the Board gives direction to the Director of Library Services to make exceptions and changes to *Circulation Policy (OP-12)* during the library's closure and recovery period from the COVID-19 pandemic. These changes are only to be made when current procedures present challenges to maintaining a safe workplace, or for compassionate reasons while our community is in recovery. This flexibility with the circulation policy will remain in effect until the Board recalls this motion.

CARRIED

b. Staffing and Succession Planning

The Board discussed staffing during the closure of the library due to the pandemic and succession planning after the recovery.

c. 2020 Capital Projects and Operating Budget

The Board reviewed the capital and operating budgets. No decision was made to make changes at this time. The Board will review the budgets at the next meeting.



Port Colborne Public Library Board

The Board asked about the generator capital project and also about insurance coverage in the event of water damage due to power outages. The Director was tasked to provide further information.

10 Board Members' Items:

Nil.

11 Notices of Motion:

Nil.

12 Date of the Next Meeting:

Tuesday, June 9, 2020 at 6:15 p.m.
Virtual Meeting via Microsoft Teams

13 Adjournment:

Moved by B. Ingram
Seconded by H. Cooper

20:027 That the meeting be adjourned at 8:04 p.m.

CARRIED

Michael Cooper
Board Chair
June 23, 2020

Susan Therrien, Director of Library Services
Board Secretary
June 23, 2020