

**MINUTES of the Eighth Regular Board Meeting of 2021**

**Date:** Tuesday, September 7, 2021  
**Time:** 6:15 p.m.  
**Location:** Virtual Meeting held via Microsoft Teams

**Members Present:** M. Cooper, Chair  
M. Bagu, Councillor  
B. Beck  
V. Catton  
J. Frenette  
A. Kennerly  
C. MacMillan

**Regrets:** B. Ingram, Vice-Chair  
H. Cooper

**Staff Present:** S. Luey, Chief Executive Officer  
S. Therrien, Director of Library Services (Board Secretary)  
B. Boles, Board Treasurer

**1. Call to Order**

The Chair called the meeting to order at approximately 6:16 p.m.

**2. Declaration of Conflict of Interest**

**3. Adoption of the Agenda**

Moved by J. Frenette  
Seconded by V. Catton

That the agenda dated September 7, 2021 be adopted, as circulated.

Carried

#### **4. Presentation**

Constable Jason McKnight, Niagara Regional Police Service, discussed safety and security issues at the library, ways to reduce incidents at the library and on the Cultural Block grounds, and the possibility of hiring a security guard. After discussion, the Board advised that staff continue to maintain vigilance and report all incidents. The Board will revisit the need to hire a security guard for the library, or in partnership with the Museum, at a later date.

#### **5. Approval of Minutes**

Moved by C. MacMillan  
Seconded by A. Kennerly

That the minutes of the regular meeting, dated July 6, 2021 be approved, as circulated.

Carried

#### **6. Business Arising from the Minutes**

#### **7. Consent Items**

##### **7.1. Circulation Reports**

- 7.1.1.** 2<sup>nd</sup> Quarter 2021 Circulation Report
- 7.1.2.** June 2021 Circulation Report
- 7.1.3.** June 2021 Digital Programming Report
- 7.1.4.** June 2021 LiNC Transit Report
- 7.1.5.** July 2021 Circulation Report
- 7.1.6.** July 2021 Digital Programming Report
- 7.1.7.** July 2021 LiNC Transit Report

##### **7.2. Public Relations Report**

Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources, and social media during July and August 2021.

### **7.3. Media Items**

- 7.3.1.** Port Colborne Public Library Digital Newsletter, August 2021
- 7.3.2.** Port Colborne Public Library Digital Newsletter, September 2021
- 7.3.3.** City Hall News, September 2021

Moved by J. Frenette  
Seconded by A. Kennerly

That consent items 7.1 to 7.4 be received for information purposes.

Carried

## **8. Discussion Items**

### **8.1. Building Condition Assessment Report (S. Therrien)**

The Board will schedule a special meeting to determine how to prioritize and implement the recommendations outlined in the Building Condition Assessment report.

### **8.2. Libraries and Reconciliation (S. Therrien)**

The Board will schedule a special meeting to discuss the library's response to the Calls to Action for advancing Truth and Reconciliation, the recommendations presented in the Canadian Federation of Libraries Associations report on Truth and Reconciliation, and the library's current Land Acknowledgment Statement.

### **8.3. OTF Resilient Communities Fund Project Update (S. Therrien)**

The Board reviewed the progress of the projects to date. The single-use study booth, the accessible collaborative workspace pavilion, and public computer workstations have been installed. The RFP for the public service desk will be posted in October 2021.

#### **8.4. Director's Report (S. Therrien)**

##### **8.4.1. COVID-10 Update**

The Library remains in Step 2 of the province's Roadmap to Reopen. Library services include contactless curbside pick-up, in-person browsing, public computer access, print services, and take-and-make crafts. All visitors are actively screened.

##### **8.4.2. Facilities Update**

The Director reported on the completion of the following projects:

- Building condition assessment report
- Designated substances report
- Fire panel replacement and fire alarm updates

The Niagara Regional Broadband Network (NRBN) connectivity and voice solutions project is underway, with preliminary site visits completed.

##### **8.4.3. Staff Development**

Staff development opportunities include:

- Board and staff enrollment in First Nations University's *4 Seasons of Reconciliation* workplace education program
- Mohawk College, Library Technician Program (one staff currently enrolled)
- Ontario Library Service online courses and webinars ongoing and available for all library staff

##### **8.4.4. Grants and Funding**

- The Port Colborne Historical and Marine Museum received a Niagara Investment in Culture grant to celebrate diversity in Port Colborne. The Museum generously included the Library in its project objectives. The library benefited from the grant with access to a student who conducted research on the library's

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Black History collection; funding of \$997.08 for its Indigenous collection; and, received three decorated diversity flower pots for display at the library.

- The library has completed two of three projects as part of an OTF Resilient Communities Fund grant. An RFP will be posted in October 2021 for a new service desk.

### **8.4.5. 2020 Statistical Information on Local Comparable Libraries**

The Director presented statistics and key-ratios compiled from the 2020 Annual Survey on libraries serving populations 15,001 to 30,000. Local comparable libraries include Grimsby, Lincoln, Niagara-on-the-Lake, Pelham and Thorold.

### **8.5. Annual Report (S. Therrien)**

The Board reviewed the 2020 Annual Report that will be presented to Council on September 27, 2021. A video version of the report is being created to supplement the annual report presentation. Shianne Stephens of the City's Communications Team will film and edit the video.

## **9. Decision Items**

### **9.1. Policy Review**

- 9.1.1.** OP-08: Public Meeting Spaces
- 9.1.2.** OP-10: Children in the Library
- 9.1.3.** OP-11: Teens in the Library
- 9.1.4.** OP-19: King Street Sign

Moved by C. MacMillan  
Seconded by B. Beck

That the Board approves policies 9.1.1 to 9.1.4, as presented.

Carried

## **10. Board Members' Items**

**11. Notices of Motion**

**12. Date of the Next Meeting**

A special meeting to discuss the library's response to Truth and Reconciliation will be held Tuesday, October 5, 2021 at 6:15 p.m. via Microsoft Teams

**13. Adjournment**

Moved by J. Frenette  
Seconded by A. Kennerly

That the meeting be adjourned at approximately 7:16 p.m.

Carried.

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Bryan Ingram  
Board Vice-Chair  
October 5, 2021

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Susan Therrien  
Director of Library Services  
Board Secretary  
October 5, 2021