

Port Colborne Public Library Board

MINUTES of the Fifth Regular Meeting of 2022

Date: Wednesday, June 1, 2022
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

Members Present: M. Cooper, Chair
M. Bagu, Councillor
B. Beck
H. Cooper
A. Kennerly
C. MacMillan

Regrets: B. Ingram, Vice-Chair
V. Catton
J. Frenette
B. Boles, Board Treasurer

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

1. Call to Order

The Chair called the meeting to order at approximately 6:19 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Moved by A. Kennerly
Seconded by C. MacMillan

That the agenda dated June 1, 2022 be adopted, as amended.

Carried.

5. Approval of Minutes

Moved by A. Kennerly

Seconded by C. MacMillan

That the minutes of the regular meeting dated April 6, 2022 be approved, as circulated.

Carried.

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- April 2022 Circulation Report
- April 2022 LiNC Transits Report
- First Quarter 2022 Circulation Report

7.2. Financial Statement

- May 25, 2022

7.3. Public Relations Report

Librarian R. Tkachuk reported on programming during May 2022.

7.4. Media Items

- Port Colborne Public Library Digital Newsletter, May 2022
- Port Colborne Public Library Digital Newsletter, June 2022
- City Hall News, May 2022
- City Hall News, June 2022

Moved by H. Cooper

Seconded by A. Kennerly

That consent items 6.1 to 6.4 be received for information purposes.

Carried.

8. Discussion Items

8.1. Director's Report (S. Therrien)

8.1.1. COVID-19 Update

The Director reported that the City remains in its internal Green Level of COVID-19 response precautions. Masks are no longer required for staff in most situations. The exception to this is when a distance of six feet cannot be maintained.

8.2. Capital Projects Update

The Board reviewed the progress of the 2022 capital projects. Completion dates are dependent upon supplies and contractor availability due to COVID.

- The Connectivity and Phones Solutions Project is being completed with the assistance of Wesley Adair, Manager of Information Technology, who has provided costs for technology and telecommunications modernization. Costs will cover equipment, phones and upgrading connectivity. The Board will cover the cost of the equipment and the internet upgrade. The cost of the phones will be funded through the Municipal Modernization Program.
- The Window Seal Remediation Project is in progress with quotes being sought.
- The King Street Entrance and Auditorium Door Projects to enhance accessibility are in progress with quotes being sought.
- The King Street Sign Replacement Project is in progress with quotes being sought.
- The Generator Project is in progress with quotes being sought.
- The Director reported on the completion of the \$121,200 Ontario Trillium Foundation Resilient Communities Fund capital projects. The final report

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was submitted to OTF on April 20, 2022, and the final deposit from OTF was received on May 18, 2022. The completed projects to upgrade accessibility, safety, and to create a more inclusive and welcoming space included:

- procurement and installation of public workstations
- procurement and installation of private and collaborative study and meeting spaces
- procurement and installation of an accessible new service desk

8.3. Strategic Planning

The Director presented a draft version of the revised Strategic Plan to the Board. The draft included the Board's vision, mission, values and goals as decided upon at the April 9, 2022 planning session. The draft version was formatted by Greg Higginbotham, City of Port Colborne Tourism Coordinator. Councillor Bagu recommended that the plan include an objective or action dedicated to attracting new users as included in the original strategic plan. Board member A. Kennerly noted that the term "stakeholder" needs clarification. The Board discussed these suggestions and the Director and CEO Scott Luey will address these issues in the updated draft. The Director noted that the Board Chair's comment will also be added to the final version which will be presented at the July 2022 Board meeting.

8.4. Draft 2023 Capital Budget

The Board reviewed the draft 2023 Capital Budget and proposed capital projects.

Moved by H. Cooper

Seconded by C. MacMillan

That the draft 2023 Capital Budget be approved, as presented.

Carried.

9. Decision Items

9.1. Policy Review

9.1.1. HR-10: Disconnecting from Work

9.1.2. GOV-02: Board Orientation and Training

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9.1.3. GOV-10: Succession Planning

Moved by A. Kennerly
Seconded by C. MacMillan

That policies 8.1.1 to 8.1.3 be approved, as presented.

Carried.

10. Other Business

11. Notices of Motion

12. Date of the Next Meeting

The next meeting was rescheduled to Wednesday, July 20, 2022 at 6:15 p.m. via Microsoft Teams

13. Adjournment

Moved by C. MacMillan
Seconded by H. Cooper

That the meeting be adjourned at approximately 7:28 p.m.

Carried.

Michael Cooper
Board Chair
July 20, 2022

Susan Therrien
Director of Library Services
Board Secretary
July 20, 2022