

Port Colborne Public Library Board

MINUTES of the Eighth Regular Meeting of 2022

Date: Wednesday, October 5, 2022
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

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

Staff Present: S. Therrien, Director of Library Services (Board Secretary)
R. Tkachuk, Librarian

Regrets: B. Ingram, Vice-Chair
B. Boles, Board Treasurer
S. Luey, Chief Executive Officer

1. Call to Order

The Chair called the meeting to order at approximately 6:21 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Moved by C. MacMillan
Seconded by J. Frenette

That the agenda dated October 5, 2022 be adopted, as circulated.

Carried.

5. Approval of Minutes

Moved by A. Kennerly
Seconded by V. Catton

That the minutes of the regular meeting dated August 3, 2022 be approved, as circulated.

Carried.

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- July 2022 Circulation Report
- July 2022 LiNC Transits Report

7.2. Financial Statement

- October 5, 2022

7.3. Public Relations Report

Librarian R. Tkachuk reported on programming during September 2022.

7.4. Media Items

- Port Colborne Public Library Digital Newsletter, September 2022
- Port Colborne Public Library Digital Newsletter, October 2022
- City Hall News, October 2022

Moved by A. Kennerly
Seconded by V. Catton

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

Carried.

8. Discussion Items

8.1. 2023-2027 Strategic Plan (S. Therrien)

The Board reviewed the final version of the Strategic Plan that was presented at the September 13, 2022 Council Meeting.

8.2. Annual Update to Council (S. Therrien)

The Board reviewed the Annual Update that was presented at the September 13, 2022 Council Meeting. The Board commented that is good to see the return to normal in-person programming, and recommended the inclusion of pop-up class visits to local schools.

8.3. Board Succession and the Upcoming New Term (S. Therrien)

Applications for the Board will be available starting November 1, 2022. The deadline to submit an application will be November 18, 2022. The Clerk has advised that the appointment of the new Board is expected to take place at the first meeting of Council in December.

8.4. Cultural Services Review (S. Therrien)

The Chair thanked the Board for participating in the Cultural Services Review conducted by the consulting team. Recommendations regarding staffing will be available within the next month.

8.5. CEO Annual Performance Review (S. Therrien)

The current Board will assess the CEO's performance but will pass setting the CEO's goals to the new Board when appointed.

8.6. Director's Report: Capital Projects Update (S. Therrien)

a. Connectivity and Phones Solutions Project

Fibre has been installed and equipment has arrived. Installation and

Port Colborne Public Library Board

networking will be completed on October 13, 2022. Final equipment setup will take place in November 2022. The phones project will be completed by February 2023. Funding for the phones will be covered under the Municipal Modernization Program.

b. Window Seal Remediation Project

Work has started and the project will be completed by October 30, 2022.

c. Accessible Doors

The Director reported that the library will apply for an Enabling Accessibility Fund grant. The project will commence when funding is approved.

d. King Street Sign Replacement

The project is in progress and will be completed in December 2022.

e. Generator

The project is in progress and will be completed in December 2022.

9. Decision Items

9.1. Policy Review

9.1.1. OP-21: Lendable Technology

9.1.2. OP-22: Non-Traditional Circulating Items

Moved by A. Kennerly

Seconded H. Cooper

That policies 9.1.1 and 9.1.2 be amended to remove fines for overdue items.

Carried.

10. Other Business

11. Notices of Motion

12. Date of the Next Meeting

The next meeting will be in-person on Wednesday, November 2, 2022 at 6:15 p.m.

13. Adjournment

Moved by J. Frenette
Seconded by H. Cooper

That the meeting be adjourned at approximately 7:52 p.m.

Carried.

Michael Cooper
Board Chair
October 5, 2022

Susan Therrien
Director of Library Services
Board Secretary
October 5, 2022