



Port Colborne Public Library Board

MINUTES of the 6th Regular Board Meeting of 2018

Held Tuesday, July 10, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Valerie Catton (Vice Chair), Harmony Cooper, Jeanette Frenette, Bryan Ingram, Ann Kennerly, Cheryl MacMillan

Staff: Susan Therrien (Director of Library Services), Rachel Tkachuk (Librarian)

Regrets: Scott Luey (CEO), Councilor John Mayne

1. Michael Cooper, Chair, called the meeting to order.

2. The invocation was read.

3. Mr. Cooper welcomed the Board members.

4. Approval of the Agenda

Moved by J. Frenette

Seconded by C. MacMillan

18:039 That the agenda be adopted as circulated.

CARRIED.

5. Declaration of Conflict of Interest: None

6. Delegations: None

7. Minutes of the Previous Meeting of Tuesday, June 5, 2018

Moved by H. Cooper

Seconded by J. Frenette

18:040 That the minutes of the June 5, 2018 meeting be adopted as circulated.

CARRIED.

8. Business Arising from the Minutes: None

9. Agenda Items

i. Library Board and Succession Planning



Port Colborne Public Library Board

The Board received the resignation of William Higgins.

ii. PC Lions Gazebo

The Director reviewed the project. The sign and exterior lighting are outstanding items left to finish the project.

iii. Letter of Appreciation to Council

The Board reviewed and approved a letter of appreciation to be sent to Council regarding Council's resolution in support of funding for local public libraries.

iv. Capital Projects

a. Cultural Block Security Cameras

The Director contacted Belinda Daniel, Information Technology Manager, to arrange for a quote for exterior security cameras for the Cultural Block.

b. Shelving, Furniture, and Flooring

The Director presented final quotes for the shelving, furniture and flooring projects which were approved by the Board.

c. Accessible Public Washroom

The design for an accessible public washroom on the main floor was presented to the Board.

d. Concrete Repair

Sidewalk repair has been scheduled for July 2018.

Moved by A. Kennerly

Seconded by H. Cooper

18:042

That the revised quote for furniture and installation from Schoolhouse be accepted; and, that funds be used from the capital Bequest Reserve to meet the total cost.

CARRIED

Committee Reports

- i. Accessibility Committee: None



- ii. Cultural Block Joint Subcommittee: Report by Valerie Catton

10. ADMINISTRATIVE BUSINESS

Correspondence: The Board reviewed a letter of complaint received by the Board Chair.

Moved by A. Kennerly
Seconded by H. Cooper

- 18:042** **That the correspondence be received for information purposes.**
CARRIED

Public Relations Report

Librarian Rachel Tkachuk reported on the following:

- i. Pop-Up Library outreach and services to local schools, Northland Pointe, Evergreen Academy, Sherkston Shores, and the Farmers' Market;
- ii. Summer programming updates;
- iii. Film screening of the documentary film *Josiah*;
- iv. Country-Western music concert with entertainer Brad Boland.

Moved by A. Kennerly
Seconded by B. Ingram

- 18:043** **That the Public Relations report be received for information purposes.**
CARRIED

Chief Executive Officer's Report: None

Treasurer's Report: None

Director's Report

- i. Activities Report: Deferred to the next meeting.
- ii. Health and Safety

The Director reported on the following:

- i. *Fire Safety Training*, June 6, 2018, with Scott Lawson, Fire Prevention Officer
- ii. *Tactical Training*, June 27-29, 2018, with A.C.T. Tactical Inc



iii. *Citizen Incidents*

Moved by C. MacMillan
Seconded by J. Frenette

18:044 **That the Director of Library Services' report be received for information purposes.**
CARRIED

Circulation Report: The 2nd Quarterly Report was presented

Moved by V. Catton
Seconded by A. Kennerly

18:045 **That the Director of Library Services' report be received for information purposes.**
CARRIED

11) Board Members' Items: None

12) Notices of Motion: None

13) Date of the Next Meeting

Tuesday, August 28, 2018, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

14) Adjournment

MOVED by B. Ingram
Seconded by C. MacMillan

18:046 **That the meeting be adjourned.**
CARRIED.

Michael Cooper, Library Board Chair
August 28, 2018

Susan Therrien, Secretary
August 28, 2018