



Port Colborne Public Library Board

MINUTES of the 4th Regular Board Meeting of 2019

Tuesday, April 2, 2019, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

- Present:** Bryan Ingram (Vice-Chair), Councilor Mark Bagu, Brian Beck, Valerie Catton, Harmony Cooper, Jeanette Frenette, Cheryl MacMillan
- Staff:** Scott Luey (CEO), Susan Therrien (Director of Library Services/Board Secretary), Rachel Tkachuk (Librarian)
- Regrets:** Michael Cooper (Chair), Ann Kennerly, Peter Senese (Treasurer)

1. Call to Order:

In the absence of the Chair, B. Ingram (Vice-Chair) called the meeting to order at 6:15 p.m.

2. Chair's Remarks:

Mr. Ingram welcomed the Board.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:

Moved by C. MacMillan

Seconded by H. Cooper

19:023 That the agenda be adopted as circulated.

CARRIED.

5. Approval of the Minutes of the Previous Meeting of March 5, 2019:

Moved by H. Cooper

Seconded by B. Beck

19:024 That the minutes of the March 5, 2019 meeting be adopted as circulated.

CARRIED.



6. Business Arising from the Minutes:

Nil.

7. Delegations and Presentations:

Nil.

8. Consent Items:

8.1. Strategic Plan Implementation Report

8.2. Capital Projects Report

8.3. Circulation Report: February 2019

8.4. Librarian's Report

8.5. March Break 2019 Report

8.6. Newsletter and Media Items

Moved by J. Frenette

Seconded by C. MacMillan

19:025 That Consent Items 8.1 to 8.6 be received for information purposes.

CARRIED.

9. Discussion Items:

9.1. Regional Library Boards Training Day: Attendance Confirmation

9.2. Annual Report and Group Photograph Session

9.3. Director's Report

9.3.1. Regional Government Review

The Director and several other Niagara Region library CEOs will meet with Paul Takala,



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CEO of Hamilton Public Library, on April 8, 2019, to discuss his experience with Regional Review. During the week of April 15th, CEOs, Board Chairs and Vice-Chairs across the Niagara Region will meet to discuss the boards' response.

9.3.2. Development Charges

The Director met with Bryan Tan, Consultant, Watson & Associates Economists Ltd. to discuss development charges.

9.3.3. Cost-Sharing Agreement: Integrated Library System (ILS)

The library's contract with Ontario Library Consortium (OLC) and Sirsi-Dynix will end in 2020. OLC will be seeking a response of intent to renew the contract by September 2019. The library currently shares an integrated library system with Welland Public Library as part of a cost-saving agreement.

9.3.4. "Let's Talk About..." Series

The "Let's Talk About...Housing and Homelessness" session with presenters Jeffrey Sinclair (Homelessness Action Plan Advisor, Niagara Region) and Christine Clark-Lafleur (Executive Director, Port Cares) was held on March 27, 2019. The event was well-received and well-attended. Upcoming event topics include human trafficking (June 26, 2019), youth suicide prevention and awareness (September 25, 2019), and a discussion of support services for parents/caregivers of youth with mental health issues and addictions (November 27, 2019).

9.3.5. 2020 Library Card Design Contest for Teens: "What's Your Vision of the Library?"

The stock of library cards is getting low. To welcome the year 2020, and to encourage teen participation in the library, the library will hold a contest for young people to create a design that expresses their vision of the library. The winning design(s) will be featured on the new batch of library cards.

9.3.6. Meetings, Events and Workshops

- **Top Hat Ceremony, March 22, 2019**
Attended by S. Therrien and R. Tkachuk.



- **Annual Meeting, Shared OverDrive Collection, March 22, 2019**
Attended by S. Therrien.

9.3.7. Health and Safety

- **Citizen Incident Report**

The Director reported that the Niagara Regional Police were contacted on March 29, 2019, to check on the well-being of an individual.

9.3.8. Staff Development

The Director reported on training and staff development including homelessness awareness. Port Colborne Public Library staff will also attend a session on “Library Service with Empathy and Safety” coordinated by the St. Catharines Public Library, May 27, 2019.

9.4. 2018 Annual Public Libraries Survey Submission

9.5. Financial: Capital Reserves Report

9.6. Financial: 2018 Final Statement

9.7. Accreditation Audit

The Board will meet to complete the audit assessment checklist as a group effort.

10. Decision Items:

10.1. Teen User Category

Moved by B. Beck

Seconded by J. Frenette

19:026 That a Teen User Category be implemented as presented.

CARRIED.

10.2. Policy Review



- 10.2.1. Policy Review Schedule
- 10.2.2. Policy Development
- 10.2.3. Meetings
- 10.2.4. Board Recognition
- 10.2.5. Video Surveillance Cameras
- 10.2.6. Circulation (Fines and Fees)
- 10.2.7. Financial Control and Oversight
- 10.2.8. Planning
- 10.2.9. Programming

Moved by H. Cooper

Seconded by J. Frenette

19:027 That policy Items 10.2.5 and 10.2.6 be deferred to the next meeting.

CARRIED.

Moved by H. Cooper

Seconded by C. MacMillan

19:028 That the remaining policy items be approved with amendments as discussed.

CARRIED.

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, May 7, 2019 at 6:15 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

14. Adjournment:

Moved by J. Frenette

Seconded by H. Cooper



PORT COLBORNE
PUBLIC LIBRARY

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19:029 That the meeting be adjourned at 7:25 p.m.
CARRIED.

Michael Cooper
Board Chair
May 14, 2019

Susan Therrien, Director of Library Services
Board Secretary
May 14, 2019