



Port Colborne Public Library Board

MINUTES of the 3rd Regular Board Meeting of 2019

Tuesday, March 5, 2019, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

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

1. Call to Order:

Mr. Cooper called the meeting to order at 6:18 p.m.

2. Chair's Remarks:

Mr. Cooper welcomed the Board. He announced that the Board group photograph session will be postponed to a date when all members can attend.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:

Moved by B. Beck
Seconded by B. Ingram
19:018 That the agenda be adopted as circulated.
CARRIED.

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

Moved by V. Catton
Seconded by J. Frenette
19:019 That the minutes of the February 5, 2019 meeting be adopted.
CARRIED.



6. Business Arising from the Minutes:

Nil.

7. Delegations and Presentations:

Nil.

8. Consent Items:

Moved by C. MacMillan

Seconded B. Beck

19:020 That Consent Items 8.1 to 8.4 be received for information purposes.

CARRIED.

8.1. Strategic Plan Implementation Report

8.2. Capital Projects Report

8.3. Circulation Report

8.4. Librarian's Report

9. Discussion Items:

9.1. Director's Report

9.1.1. The Regional Library Boards Training Day

The session will be held on April 27, 2019, at the Smithville branch of the West Lincoln Public Library.

9.1.2. Accreditation

The Director and Librarian will complete the questionnaire set out in the *Ontario Public Library Guidelines*, 6th edition. The guidelines are a tool to help a public



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library analyze its state of development and to aid it in the planning, attaining, and maintenance of strong levels of service. The Director will report findings to the Board at the April 2019 meeting.

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

Let's Talk About: Housing and Homelessness, Mar. 27, 2019

With presenters:

- Jeffrey Sinclair (Homelessness Action Plan Advisor, Niagara Region) and Christine Clark-Lafleur (Executive Director, Port Cares)

Let's Talk About: Human Trafficking, June 26, 2019

With presenters:

- Krystal Snider (Trainer-Intervention with Survivors of Human Trafficking, YWCA Niagara Region), Skylar Burbidge (Survivor), Amanda Sanders (Detective Constable, NRPS), Wendy Sturgeon (Executive Director, Native Women Inc., Niagara Chapter)

Let's Talk About: Youth Suicide Awareness & Prevention, Sept. 25, 2019

With presenter:

- Laura Hotham (Niagara College)

Let's Talk About: Support for Parents/Caregivers of Youth with Mental Health Issues and Addictions

- Dec. 2019. Further details to be determined.

9.1.4. Vale Health and Wellness Centre

The library has partnered with the Vale Health & Wellness Centre for programming and to investigate opportunities to provide access to library materials onsite at the Vale Centre.

9.1.5. John Howard Society of Niagara Partnership

The library has applied to extend its partnership with the John Howard Society of Niagara along with four other local libraries (Welland, Thorold, Pelham and Fort Erie) to have a social worker onsite.



9.1.6. Socks for Change

The library is hosting an information display for Socks for Change, a non-profit organization whose goal is to provide warm, wool socks and other warm winter gear to those less fortunate in our community. Recipient organizations include local schools and Port Cares.

9.1.7. MakerSpaces

A family Music Makerspace for families is scheduled on Saturdays. There is a demand for adult and group sessions which will be scheduled during the week.

Staff is currently planning the installation of a Green Screen Studio to coincide with summer programming.

9.1.8. Meetings and Workshops

Social Determinants of Health Committee: Everyone Matters, February 7, 2019
Attended by S. Therrien.

Regional Libraries CEOs Meeting, February 26, 2019
Attended by S. Therrien.

9.1.9. Health and Safety

Fire Extinguisher Training was attended by all library staff. Certificates have been issued from Port Fire. Refresher training will be scheduled every two years.

9.1.10. Staff Development

The Director reported on training and staff development for the previous month.

9.2. Video Surveillance Cameras

The Director will report at the April 2019 meeting.



9.3. Board Recognition

The Director will report at the April 2019 meeting.

9.4. Cultural Block

The Board discussed the addition of a water feature to the Cultural Block. The Library and Museum submitted the project for consideration in the City of Port Colborne's Parks and Recreation Master Plan.

9.5. Teen Users and Teen Advisory Committee

The Director and Librarian reported on the inaugural meeting of the Teen Advisory Committee composed of two students from Port Colborne High School and one student from Lakeshore Catholic High School. The volunteers will help library staff conduct a Teen Engagement Survey. The Director reported that there is currently no Teen User membership category. The Board will address setting up a Teen User category at the April 2019 meeting.

9.6. Federation of Ontario Public Libraries

The Board received information on FOPL's advocacy initiative.

9.7. Draft Annual Report

The Board reviewed the draft Annual Report for 2018.

10. Decision Items:

10.1. Trustee Appointments

- Southern Ontario Library Service (SOLS) trustee representative: Cheryl MacMillan
- Federation of Ontario Public Libraries (FOPL) liasons: Michael Cooper, *Board Chair* and Scott Luey, *CEO*

10.2. Policy Review

10.2.1. Procurement of Goods and Services



- 10.2.2. Administrative Policies Statement
- 10.2.3. Intellectual Freedom
- 10.2.4. Board Evaluation
- 10.2.5. Privacy, Access to Information and Electronic Messages under CASL

Moved by A. Kennerly

Seconded by B. Beck

19:021 That Policy Items 10.2.1 to 10.2.5 be adopted as presented.

CARRIED.

11. Board Members' Items:

Mr. Cooper announced that he will be absent from the April 2019 meeting.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, April 2, 2019 at 6:15 p.m.
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310 King St., Port Colborne, ON

14. Adjournment:

Moved by C. MacMillan

Seconded by A. Kennerly

19:022 That the meeting be adjourned at 7:18 p.m.

CARRIED.

Michael Cooper, Chair
April 2, 2019

Susan Therrien, Secretary
April 2, 2019