



MINUTES of the 5th Regular Board Meeting of 2020

Tuesday, June 23, 2020, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

Present:

Michael Cooper (Chair)
Bryan Ingram (Vice-Chair)
Councilor Mark Bagu
Valerie Catton
Jeanette Frenette
Ann Kennerly
Cheryl MacMillan
Scott Luey (CEO)
Bryan Boles (Treasurer)
Susan Therrien (Director of Library Services/Board Secretary)

Regrets:

Brian Beck
Harmony Cooper

1. Call to Order:

The Chair called the meeting to order at 6:16 p.m. Mr. Cooper welcomed the Board and expressed special thanks to Scott Luey, Councilor Bagu, and Bryan Boles for their expertise and support of the library. He commended library staff for their excellent work and efforts to reopen library services.

2. Declaration of Conflict of Interest:

Nil.

3. Adoption of the Agenda:

Moved by J. Frenette
Seconded by C. MacMillan

20:028 That the agenda be adopted as circulated.

CARRIED



4. Approval of the Minutes of the Previous Meeting:

Moved by J. Frenette
Seconded by V. Catton

20:029 That the minutes of the May 19, 2020 meeting be adopted as circulated.
CARRIED

5. Business Arising from the Minutes:

The Director provided information on insurance coverage regarding generators and damage due to power failure.

The Director confirmed that the library will be able to accept in-person debit and credit payments through a City initiative to provide cashless payment options for customers. Further details regarding implementation will be available through the City's Finance Department.

6. Consent Items:

6.1. Circulation Reports

6.1.1. May 2020 and 2nd Quarter 2020

6.2. Financial Statement

▪ June 18, 2020

6.3. Public Relations Report

Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources, social media posting, and community feedback.

6.4. Media Items

▪ Library Digital Programming Newsletter, June 2020
▪ City Hall News, June 2020

6.5. Correspondence

▪ Letter to Hon. Steve Clark, *Minister of Municipal Affairs and Housing*, and Hon. Lisa MacLeod, *Minister of Heritage, Sport, Tourism and Culture Industries*, from Federation of Public Libraries (FOPL) and Ontario Library Association (ALA) regarding COVID-19 and municipal fiscal impacts on Ontario's public libraries.



Moved by B. Ingram
Seconded by V. Catton

20:030 That Consent Items 6.1 to 6.5 be received for information purposes.
CARRIED

7. Discussion Items

7.1. Library Cards

The Board reviewed four new designs for library cards. The stock of library cards has been running low but with the implementation of the new logo, staff waited to purchase a new supply. The new design includes the updated logo, the library's Vision Statement, and images to update the look and appeal of the cards. The cards will be available in August 2020 for new registrations and for replacement of lost or damaged cards. The designs were done by Assistant Librarian K. Lascelles who received praise from the Board Chair for her excellent work.

7.2. Programming

With the closure of the library on March 13, 2020, in-person programming was suspended. In response, library staff created a variety of online programs for children, teens, and adults. The TD Summer Reading Club will be offered online and was kicked-off with a virtual magic show. No in-person programs are being scheduled at this time. New e-resources added to the collection include RB Digital Magazines and Streaming Video. All e-resources are free to library patrons.

7.3. 2020 Capital Projects and Operating Budget

The Board reviewed the 2020 Capital Projects and Operating Budget and discussed the impact of the pandemic on operations along with the difficulty to complete some projects in 2020. The Board decided to amend the scheduling of projects. The Integrated Library System Migration Project, already in progress, will be completed by December 2020. Computer and technology capital purchases will go forward but with reduced spending amounts. All other projects planned for 2020 will be deferred.

Moved by A. Kennerly
Seconded by C. MacMillan

20:031 That the proposed changes to the scheduling and implementation of capital



projects be amended as presented.

CARRIED

7.4. Phased Reopening Plan

The Board reviewed the library's *Reopening and Recovery Plan*.

7.5. Framework for Reopening Our Province: The Library in Stage 2

7.5.1. Contactless Pick-up and Delivery

Curbside Pick-up began June 1, 2020. This new service is scheduled by appointment and is available on Tuesdays, Wednesdays and Thursdays, 12 p.m. to 4 p.m. Curbside delivery for patrons registered in the Visiting Library Service is also available for those unable to arrange pick-up.

7.5.2. Public Computer Access

The Province announced that its second stage of reopening can start in the Niagara Region effective June 19, 2020. Libraries can reopen with limited on-site services such as computer access and contactless book pick-up and drop-off. Patrons will not be permitted to handle books or materials on shelves. Public access to the library for computer use will start June 29, 2020.

8. Decision Items

8.1. Appointment of Board Treasurer

Moved by C. MacMillan

Seconded by J. Frenette

20:032 That the Port Colborne Public Library Board appoint Bryan Boles, *Director of Corporate Services/Treasurer*, as Board Treasurer.

CARRIED

8.2. Policies

8.2.1. Meetings of the Board (BL-03)

8.2.2. COVID-19 Policy (HR-07)



Port Colborne Public Library Board

Discussion centred on making masks mandatory for the public. The Board decided to pass a motion requiring all library patrons to wear a mask when inside the library.

Moved by B. Ingram
Seconded by A. Kennerly

- 20:033 That revisions to *BL-03: Meetings of the Board* be approved as presented;
and
That the *HR-07: COVID-19 Policy* be amended to require all patrons entering the library to wear masks with the understanding that the library will not provide masks.

Moved by C. MacMillan
Seconded by B. Ingram

- 20:034 That the Board gives direction to the Director of Library Services to make operational and policy changes as deemed necessary during the pandemic emergency situation.

CARRIED

10 Board Members' Items:

Nil.

11 Notices of Motion:

Nil.

12 Date of the Next Meeting:

Tuesday, July 9, 2020 at 6:15 p.m.
Virtual Meeting via Microsoft Teams

13 Adjournment:

Moved by J. Frenette
Seconded by V. Catton

- 20:035 That the meeting be adjourned at 7:37 p.m.
CARRIED



PORT COLBORNE
PUBLIC LIBRARY

Port Colborne Public Library Board

Michael Cooper
Board Chair
August 18, 2020

Susan Therrien, Director of Library Services
Board Secretary
August 18, 2020