

Port Colborne Public Library Board

MINUTES of the Ninth Regular Meeting of 2021

Date: Tuesday, November 2, 2021
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

Members Present: M. Cooper, Chair
B. Ingram, Vice-Chair
M. Bagu, Councillor
B. Beck
H. Cooper
J. Frenette
A. Kennerly
C. MacMillan

Regrets: V. Catton
B. Boles, Board Treasurer

Staff Present: S. Luey, Chief Executive Officer
S. Therrien, Director of Library Services (Board Secretary)

1. Call to Order

The Chair called the meeting to order at approximately 6:19 p.m.

2. Declaration of Conflict of Interest

2.1. Councillor M. Bagu – Year 4 of the Board Cycle: Municipal Election Campaign

As an elected member of City Council, Councillor Bagu will not participate in discussion related to the board's Elections in the Library Policy and the library's proposed Voter Education program for the upcoming municipal election.

3. Adoption of the Agenda

Moved by J. Frenette
Seconded by H. Cooper

That the agenda dated November 2, 2021 be adopted, as circulated.

Carried

4. Approval of Minutes

Moved by B. Ingram
Seconded by A. Kennerly

That the minutes of the regular meeting, dated October 5, 2021 be approved, as circulated.

Carried

5. Business Arising from the Minutes

6. Consent Items

6.1. Circulation Reports

- 6.1.1.** August 2021 Circulation Report
- 6.1.2.** August 2021 Programming Report
- 6.1.3.** August 2021 Transits Report
- 6.1.4.** September 2021 Circulation Report
- 6.1.5.** September 2021 Programming Report
- 6.1.6.** September 2021 Transits Report
- 6.1.7.** 3rd Quarter 2021 Circulation Report
- 6.1.8.** 3rd Quarter 2021 Transits Report

6.2. Public Relations Report

Report submitted by Librarian R. Tkachuk on library programming, e-resources, and social media during September 2021.

6.3. Media Items

- 6.3.1. Port Colborne Public Library Digital Newsletter, October 2021
- 6.3.2. Port Colborne Public Library Digital Newsletter, November 2021
- 6.3.3. City Hall News, October 2021

Moved by C. MacMillan
Seconded by B. Beck

That consent items 6.3.1 to 6.3.3 be received for information purposes.

Carried

7. Discussion Items

7.1. Director's Report (S. Therrien)

7.1.1. COVID-19 Update

The library remains open to the public providing contactless curbside pick-up, in-person browsing, public computer access, print services, and take-and-make crafts. All visitors are actively screened.

7.1.2. Facilities Update

- OTF Resilient Communities Fund projects to improve capacity in public workspaces and service stations are being completed.
- Preliminary work and site visits have been completed for the NRBN Connectivity and Voice Solutions project.
- The Window Seal Remediation capital project has been approved for 2022.

7.1.3. Current Projects and Initiatives

The Director reported on upcoming projects and initiatives including: enhanced communications strategies, marketing and project management plans, tactical plan, job description updates, and enhanced programming.

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7.2. The Library's Response to the Truth and Reconciliation Calls to Action (S. Therrien)

The Board reviewed the library's response to the Truth and Reconciliation Commission of Canada's 94 Calls to Action for advancing reconciliation. The Director presented an update on local actions taken in the areas of collection development, steps toward decolonization of the library's classification system, programming, and plans for the creation of a web page dedicated to Indigenous resources.

7.3. Board Self-Evaluation (M. Cooper)

M. Cooper, Board Chair, introduced the Board's new Self-Evaluation Form. The form is to be completed by each individual board member and submitted to the Chair for review. The results will be discussed at a following meeting.

7.4. Year 4: Legacy and Transition Readiness (S. Therrien)

The Board reviewed the status of the Strategic Plan and goals met to date. Discussion focused on expectations for Year 4 of the Board Cycle as the board enters the final year of its term. Topics included relationship audits, the municipal election campaign, and the board appointment process.

8. Decision Items

8.1. Policy Review

- 8.1.1.** GOV-05: Planning
- 8.1.2.** GOV-10: Succession Planning
- 8.1.3.** VOL-01: Volunteers in the Library
- 8.1.4.** OP-01: Privacy, Access to Information and Electronic Messages under CASL

Moved by A. Kennerly
Seconded by C. MacMillan

That the Board approves policies 8.1.1 to 8.1.4 as presented.

Carried

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9. Board Members' Items

10. Notices of Motion

11. Date of the Next Meeting

Tuesday, December 7, 2021 at 6:15 p.m. via Microsoft Teams

12. Adjournment

Moved by B. Ingram

Seconded by J. Frenette

That the meeting be adjourned at approximately 6:58 p.m.

Carried.

Michael Cooper
Board Chair
December 7, 2021

Susan Therrien
Director of Library Services
Board Secretary
December 7, 2021