



Port Colborne Public Library Board

MINUTES of the 10th Regular Board Meeting of 2018

Held Tuesday, December 11, 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, Cheryl MacMillan,
Staff: Susan Therrien (Director of Library Services/Board Secretary)
Regrets: Scott Luey (CEO), Peter Senese (Treasurer), Jeanette Frenette, Bryan Ingram, Ann Kennerly

1. Call to Order:

Michael Cooper, Chair, called the meeting to order.

2. Invocation:

The invocation was read.

3. Chairperson's Remarks:

Mr. Cooper welcomed the Board.

4. Approval of the Agenda:

Moved by H. Cooper
Seconded by C. MacMillan

18:071 That the agenda be adopted as circulated.
CARRIED.

5. Declaration of Conflict of Interest:

Nil.

6. Delegations:

Nil.



7. Approval of the Minutes of the Previous Meeting of Tuesday, November 13, 2018:

Moved by H. Cooper
Seconded by C. MacMillan

18:072 That the minutes of the November 13, 2018 meeting be adopted.
CARRIED.

8. Business Arising from the Minutes:

Nil.

9. Agenda Items:

i. Legacy Document

Moved by C. MacMillan
Seconded by H. Cooper

18:073 That the Port Colborne Public Library Board Legacy Document be accepted as presented.
CARRIED.

ii. Strategic Plan Implementation

The Director reported on work accomplished to date regarding implementing the goals of the Strategic Plan.

iii. Capital Projects: Progress Report

a. Cultural Block Security

No updates to report.

b. Risk Assessment Security Upgrades

No updates to report.



c. Shelving, Furniture, and Flooring

An Open House was held at the library on December 1, 2018, with 343 people visiting the library to view the new shelving and furniture.

d. Accessible Public Washroom: Updates

No updates to report.

e. King Street Entrance Accessibility

No updates to report.

iv. Governance and Policy Review

B. Ingram, H. Cooper and S. Therrien were not able to meet and will reschedule the policy working session.

v. Committee Reports:

Accessibility Committee (B. Ingram, V. Catton):

Nil.

Cultural Block Sub-Committee (M. Cooper, V. Catton):

Nil.

10. Administrative Business:

i. Correspondence:

Nil.

ii. Public Relations Report:

Librarian R. Tkachuk submitted a report on Pop-Up Library outreach activities and PD Day activities.



Moved by H. Cooper
Seconded by C. MacMillan

18:074 That the Public Relation's report be received for information purposes.
CARRIED

Chief Executive Officer's Report:

Nil.

iii. Treasurer's Report:

Nil.

iv. Director's Report:

a. Mayor Maloney's Staff Appreciation Reception, November 30, 2018

Attended by the Director and Assistant Librarian C. Cooke. The Director presented a card of appreciation to Mayor Maloney on behalf of the Board and staff.

b. Mayor Steele's Meeting with Library and Museum Staff, December 5, 2018

The Mayor visited the library for a meet-and-greet with library and museum staff. He also received a tour of the library to view the recent renovations.

c. Council Orientation, Open House and Tour

- i. The Director attended an orientation for the new Council on December 10, 2018, and made a formal presentation to Council on behalf of the Board.
- ii. The Director and Librarian R. Tkachuk will attend an Open House at City Hall on December 12, 2018, to showcase the library and answer questions for the Mayor and councillors.
- iii. Mayor Steele and Council will visit the library on December 15, 2018, as part of a City-wide tour of facilities.



Port Colborne Public Library Board

d. Youth Job Connection Placement

The Library hosted a young job-seeker for a one-week (2 hours/day) placement as part of the Youth Job Connection program.

e. **Report on Meetings and Workshops**

i. Staff Development Day, November 19, 2018

During the Library closure on Monday, November 19, 2018, library staff participated in a staff development day held at the L.R. Wilson Heritage Research Archives. Human Resources Coordinator, T. Morden and Health & Safety Coordinator, I. Reeves presented the mental health and wellness educational program “The Working Mind.” In the afternoon, staff participated in a “Mindfulness Workshop” led by Heidi Dotchin.

ii. Dewey Divas and Dudes, Niagara Falls Public Library, November 20, 2018

Librarian R. Tkachuk, Assistant Librarian J. Sider and Assistant Librarian S. Hol attended a *Dewey Divas and Dudes* session hosted by the Niagara Falls Public Library. Four Canadian-based publishers presented noteworthy fiction and non-fiction titles from the current season.

Moved by H. Cooper
Seconded by C. MacMillan

18:075 That the Director’s report be received for information purposes.
CARRIED

Circulation Report

Nil.

11. Board Members’ Items:

Nil.

12. Notices of Motion:

Nil.



13. Date of the Next Meeting:

Tuesday, January 8, 2019, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

14. Adjournment:

Moved by H. Cooper
Seconded by V. Catton

18:076 That the meeting be adjourned.
CARRIED.

January 22, 2018