



## Port Colborne Public Library Board

### MINUTES of the 6<sup>th</sup> Regular Board Meeting of 2019

Tuesday, June 4, 2019, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

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**Present:** Michael Cooper (Chair), Bryan Ingram (Vice-Chair), Councilor Mark Bagu, Brian Beck, Valerie Catton, Harmony Cooper

**Staff:** Brenda Garrett (Treasurer), Susan Therrien (Director of Library Services/Board Secretary), Rachel Tkachuk (Librarian)

**Regrets:** Scott Luey (CEO), Jeanette Frenette, Ann Kennerly, Cheryl MacMillan

#### 1. Call to Order:

The Chair called the meeting to order at 6:21 p.m.

#### 2. Chair's Remarks:

Mr. Cooper welcomed the Board.

#### 3. Declaration of Conflict of Interest:

Nil.

#### 4. Adoption of the Agenda:

Moved by H. Cooper

Seconded by B. Ingram

19:039 That the agenda be adopted.

CARRIED.

#### 5. Approval of the Minutes of the Previous Meeting of June 4, 2019:

Moved by B. Ingram

Seconded by B. Beck

19:040 That the minutes of the May 14, 2019 meeting be adopted as circulated.

CARRIED.



**6. Business Arising from the Minutes:**

Nil.

**7. Delegations and Presentations:**

Nil.

**8. Consent Items:**

**8.1.** Circulation Report

**8.2.** Financial Statement

**8.3.** Strategic Plan Implementation Report

**8.4.** Public Relations Report

**8.5.** Media Items

Moved by H. Cooper

Seconded by V. Catton

19:041 That Consent Items 8.1 to 8.5 be received for information purposes.

CARRIED.

**9. Discussion Items:**

**9.1. Introduction to the new Library Board Treasurer, Brenda Garrett**

The Board welcomed Brenda Garrett who replaces Peter Senese as Board Treasurer.

**9.2. Governance Training, June 8, 2019, Hamilton Public Library:**

Board members confirmed attendance for the event.

**9.3. Report on Presentation to Council**

The Director and Chair discussed the reports that they presented to Council on May 27, 2019, including the *2018 Port Colborne Public Library Annual Report*, a report on fees and charges, and a report on 2019 programming at the library.



#### **9.4. Interlibrary Loans Service and Resolution Regarding Provincial Funding Cuts**

The Board discussed the current disruption to interlibrary loan service due to provincial funding cuts and reviewed recent communication from Southern Ontario Library Service. The Director reported on the cost to mail interlibrary loans and that there will be a partial reimbursement for postage.

The Board reviewed and approved a resolution based on resolutions from other municipalities (Town of Hanover, Township of Mckellar, and Township of Mulmur). Councilor Bagu will present the resolution to Council seeking Council's support of reinstating funding to Ontario Library Services-North and Southern Ontario Library Service.

Moved by H. Cooper

Seconded by B. Beck

19:042 That the Port Colborne Public Library Board approves the resolution in support of reinstating funding to Ontario Library Service-North and Southern Ontario Library as presented; and,  
That Councilor Mark Bagu submit the resolution to the Council of the Corporation of the City of Port Colborne on behalf of the Board.  
CARRIED.

#### **9.5. Capital Projects**

The Director updated the Board on the status of the capital projects.

#### **9.6. Patron Comments and Suggestions**

The Board reviewed a suggestion from a patron regarding the accessible washroom.

#### **9.7. Director's Report**

##### **9.7.1. Partnership with the Vale Health and Wellness Centre**

The Director and Librarian R. Tkachuk met with City of Port Colborne Parks and Recreation Manager, Nicole Halasz, and Hometown Real Estate team Carlie and Nicholas Smith to discuss a story time programme at Vale Health and Wellness Centre. The library will supply library materials and conduct story time as part of the new partnership.



9.7.2. Logo and Website

The Director reported that the library will have the opportunity to be included in the City's new website and that a new logo will be created as part of the City's rebranding project.

9.7.3. Confirmation of the Submission of the Annual Survey

The Director confirmed that the Annual Survey was submitted on May 23, 2019.

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

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). The Director reported receipt of a request from the City's Seniors Advisory Committee that the library organize a "Let's Talk About" session regarding seniors' issues.

9.7.5. Board Training Day: Review

The Board discussed the OnBoard Training event and noted that the event was well organized and that the presentations were of great benefit.

9.7.6. Health and Safety

- Job Hazards Assessments are being completed by library staff.

9.7.7. Staff Development

- *Readers' Advisory: Crime, Mystery & Thrillers*, EBSCO Novelist webinar, May 22, 2019. Attended by all part-time and full-time staff.

9.7.8. Meetings and Workshops

- AMPLO Meeting, June 7, 2019, North York Public Library. Attended by S. Therrien.



## Port Colborne Public Library Board

- City of Port Colborne Strategic Planning Session, May 6 & 7, 2019. Roselawn Centre. Facilitated by consultant Mark Butler. Attended by S. Therrien and R. Tkachuk (who was part of a team of young leaders selected to assist the consultant in the strategic planning session)
- Library Service with Empathy and Safety Workshop, May 27, 2019, St. Catharines Public Library. Attended by R. Tkachuk and J. Sider

### **10. Decision Items:**

#### **10.1. Policies**

- 10.1.1. Information Services
- 10.1.2. Local History
- 10.1.3. Statement of Authority and Powers of the Board
- 10.1.4. Purposes and Duties of the Board
- 10.1.5. Committees of the Board

Moved by B. Ingram  
Seconded by B. Beck

19:042 That policy items 10.1.1 to 10.1.4 be approved as presented.  
CARRIED

### **11. Board Members' Items:**

Nil.

### **12. Notices of Motion:**

Nil.

### **13. Date of the Next Meeting:**

Tuesday, August 13, 2019 at 6:15 p.m.  
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**14. Adjournment:**

Moved by B. Ingram  
Seconded by V. Catton

19:044 That the meeting be adjourned at 7:45 p.m.  
CARRIED.

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Michael Cooper  
Board Chair  
August 13, 2019

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Susan Therrien, Director of Library Services  
Board Secretary  
August 13, 2019