



Port Colborne Public Library Board

MINUTES of the 5th Regular Board Meeting of 2019

Tuesday, May 14, 2019, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Bryan Ingram (Vice-Chair), Brian Beck, Valerie Catton, Harmony Cooper, Jeanette Frenette, Ann Kennerly, Cheryl MacMillan

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

Regrets: Councilor Mark Bagu, Scott Luey (CEO), Peter Senese (Treasurer)

1. Call to Order:

The Chair called the meeting to order at 6:15 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 B. Ingram

Seconded by C. MacMillan

19:030 That the agenda be adopted with one minor correction.

CARRIED.

5. Approval of the Minutes of the Previous Meeting of April 2, 2019:

Moved by J. Frenette

Seconded by C. MacMillan

19:031 That the minutes of the April 2, 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. Capital Projects Report
- 8.5. Public Relations Report
- 8.6. Newsletter and Media Items

Moved by B. Beck

Seconded by H. Cooper

19:032 That Consent Items 8.1 to 8.6 be received for information purposes.
CARRIED.

9. Discussion Items:

9.1. OPL Guidelines Accreditation Audit

The Board will meet in the fall for a working session. In the interim, the Director will complete the audit checklist.

9.2. Report to Council, May 27, 2019

The Chair and Director will present the library's 2018 Annual Report, a report on fees and charges, and information on upcoming events in 2019 to Council on May 27, 2019.

9.3. Director's Report

9.3.1. Partnership with the Vale Health and Wellness Centre



Port Colborne Public Library Board

Partnership with the Vale Health and Wellness Centre will begin in June to coincide with Parks and Recreation Month. This collaboration will include the creation of a dedicated library space at Vale complete with signage and promotional materials. The space will include a movable shelving unit that will be well-stocked with library materials for people to borrow. Programming will include pop-up library activities and story-time.

9.3.2. “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).

9.3.3. Meetings, Events and Workshops

- Social Determinants of Health Advisory Committee, April 4, 2019
- Niagara Region Library CEOs Meeting with Paul Takala, CEO, HPL, April 8, 2019
- Meeting with Niagara Region Library Board CEOs, Chairs, Vice-Chairs. April 16, 2019
- Advocacy Teleconference (Interlibrary Loan Service Disruption), April 24, 2019
- Edge 2.0 Webinar, April 29, 2019
- City of Port Colborne Special Council Meeting: Strategic Plan, May 6 & 7, 2019. Attended by S. Therrien. Librarian R. Tkachuk is part of a team of volunteers selected to assist the consultant.
- Meeting at Thorold Public Library to investigate migration to Evergreen ILS, May 8, 2018
- Meeting with MPP Jeff Burch, May 10, 2019. Attended by Thorold, Welland and Port Colborne Public Libraries

9.3.4. Health and Safety: Jobs Hazards Assessment

Italia Reeves, Health and Safety Coordinator, met with library staff to introduce forms to be completed to evaluate job hazards associated with each job description.

9.3.5. Staff Announcements

S. Hol, Assistant Librarian, has decided to further her education and submitted her resignation. Interviews to fill the vacancy were conducted on May 10, 2019.



9.3.6. Staff Development

The Director reported that homelessness awareness training will commence in June. Library staff will also attend a session on “Library Service with Empathy and Safety” coordinated by the St. Catharines Public Library, May 27, 2019.

9.4. OnBoard Training, April 27, 2019

The Board discussed the event and shared information with those who were not able to attend.

9.5. Legislative Context for Governing Public Library Boards

The Board reviewed information provided by Southern Ontario Library Service.

9.6. SOLS Delivery Service and Interlibrary Loans

The Director reported on information regarding the effects of funding cuts to Southern Ontario Library Service regarding interlibrary loan service.

9.7. Regional Review

The Director reported on meetings with local Niagara public libraries regarding Regional Governance Review.

9.8. Integrated Library Service (ILS): Evergreen

The current contract for the ILS expires in December 2020. The Board is exploring options including Evergreen.

10. Decision Items:

10.1. Reciprocal Borrowing Agreement (Niagara Libraries)

Moved by: B. Ingram

Seconded by: B. Beck

19:033 That the Port Colborne Public Library join the Reciprocal Borrowing Agreement in place among Niagara libraries.

CARRIED.



10.2. Policies

10.2.1. Video Surveillance

- Moved by: H. Cooper
Seconded by: J. Frenette
- 19:034 That the Port Colborne Public Library Board adopt the City of Port Colborne Video Surveillance Security Policy; and,
That after completion of the installation of security cameras at the Port Colborne Public Library and the Port Colborne Historical and Marine Museum (jointly known as the Cultural Block), the CEO or designate will review the procedures, responsibilities, and obligations of the Board regarding video surveillance and may recommend, after consultation with the CAO and City Clerk, the creation of a separate Board policy.
CARRIED.

10.2.2. Circulation

- Moved by: A. Kennerly
Seconded by: B. Ingram
- 19-035 That the Circulation Policy be approved with revisions as discussed; and,
That fines for children (ages 1 to 12) be waived.
CARRIED.

10.2.3. Amendment of Bylaws

10.2.4. Board Advocacy

10.2.5. Succession Planning

10.2.6. Resource Sharing

- Moved by H. Cooper
Seconded by J. Frenette
- 19:036 That policy Items 10.2.3 to 10.2.6 be approved as presented.
CARRIED.

11. Board Members' Items:

The Director informed the Board that libraries have submitted resolutions to their respective municipal councils regarding provincial funding cuts to Ontario Library Service.



Moved by: H. Cooper

Seconded by: B. Beck

- 19: 037 That a resolution be crafted in collaboration with Councilor Mark Bagu for presentation to City Council.
CARRIED.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, June 4, 2019 at 6:15 p.m.
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14. Adjournment:

Moved by J. Frenette

Seconded by B. Beck

- 19:038 That the meeting be adjourned at 7:42 p.m.
CARRIED.

Michael Cooper
Board Chair
June 4, 2019

Susan Therrien, Director of Library Services
Board Secretary
June 4, 2019