

## Port Colborne Public Library Board

### MINUTES of the Sixth Regular Board Meeting of 2021

**Date:** Tuesday, June 1, 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  
V. Catton  
H. Cooper  
J. Frenette  
C. MacMillan

**Staff Present:** B. Boles, Board Treasurer  
S. Therrien, Director of Library Services (Board Secretary)

**Regrets:** A. Kennerly  
S. Luey, Chief Executive Officer

#### 1. Call to Order

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

#### 2. Declaration of Conflict of Interest

#### 3. Adoption of the Agenda

Moved by C. MacMillan  
Seconded by J. Frenette

That the agenda dated June 1, 2021 be adopted, as circulated.

Carried

**4. Presentation**

Gary Long, Manager of Strategic Initiatives, City of Port Colborne presented an overview of the City's strategic plan to the Board.

**5. Approval of Minutes**

Moved by B. Ingram  
Seconded by H. Cooper

That the minutes of the regular meeting, dated May 4, 2021 be approved as circulated.

Carried

Moved by J. Frenette  
Seconded by H. Cooper

That the minutes of the special meeting, dated May 11, 2021 be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

**7. Consent Items**

**7.1. Circulation Reports**

- 7.1.1. April 2021 Circulation Report
- 7.1.2. April 2021 Digital Programming Report
- 7.1.3. April 2021 LiNC Transit Report

**7.2. Financial Statement**

- 7.2.1. May 27, 2021

**7.3. Public Relations Report**

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

### **7.4. Media Items**

**7.4.1.** Library Digital Programming Newsletter, June 2021

**7.4.2.** City Hall News, June 2021

### **7.5. Director's Report**

#### **7.5.1. COVID-19 Update**

Step 1 of the province's new Road to Reopen plan is expected to start the week of June 14, 2021. Until then, the library will continue to provide contactless curbside pick-up of library materials, print services, and take-and-make crafts. There are currently no in-person programs or services. Wi-Fi and the library's collection of e-resources are available 24/7.

#### **7.5.2. Building Condition Assessment**

On May 11, 2021, a crew from McIntosh Perry was on-site at the library and completed the building condition assessment. The reports for Designated Substances and Building Condition are pending.

#### **7.5.3. Community Engagement**

To help celebrate Fair Trade Month in Port Colborne, the library distributed Fair Trade informational flyers with every check-out during the month of May.

#### **7.5.4. Funding Opportunities: Update**

- The Rotary Club of Fort Erie will lend two tablets to the library for public use.

#### **7.5.5. Data Analytics in Libraries**

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The Board received a report from the Director outlining statistics compiled by staff tracking engagements and services during the pandemic. With the introduction of new services and changes to existing ones, library staff handled thousands of questions by phone. In 2020, the library received 7,290 incoming calls. From January 1, 2021 to the end of May 2021, staff received 3,633 telephone calls. The Director reported that telephone service is an important component of user experience and that staff work diligently to help patrons access library materials and other services through curbside pick-up.

Moved by H. Cooper  
Seconded by C. MacMillan

That consent items 7.1 to 7.5 be received for information purposes.

Carried

### **8. Discussion Items**

#### **8.1. Financial Report (B. Boles)**

##### **8.1.1. 2020 Financial Statements**

Moved by B. Beck  
Seconded by B. Ingram

That the Board receives the 2020 Financial Statements as presented.

Carried

##### **8.1.2. Reserves**

Moved by B. Ingram  
Seconded by C. MacMillan

That the Board accept the Treasurer's recommendation to move the reserves to meet future liabilities.

Carried.

**8.1.3. 2022 Operating and Capital Budgets Submission Timeline**

The Board will review the draft 2022 Operating and Capital Budgets at the July 2021 meeting to meet the submission deadlines.

**8.2. Connectivity and Phones (S. Therrien)**

**8.2.1. Niagara Regional Broadband Network**

Moved by H. Cooper  
Seconded by J. Frenette

That the Board approves the quote from Niagara Regional Broadband Network for installation of fibre and voice services.

Carried.

**8.3. OTF Resilient Communities Fund Update (S. Therrien)**

The Director presented an update on the progress of the OTF grant project.

**9. Decision Items**

**9.1. Policy Review**

**9.1.1.** OP-21: Lendable Technology

**9.1.2.** OP-22: Non-Traditional Circulating Items

Moved by H. Cooper  
Seconded by B. Ingram

That the Board approves policies 9.1.1 to 9.1.2, as presented.

Carried

**10. Board Members' Items**

**11. Notices of Motion**

**12. Date of the Next Meeting**

The seventh regular meeting will be held Tuesday, July 6, 2021 at 6:15 p.m. via Microsoft Teams

**13. Adjournment**

Moved by B. Beck  
Seconded by J. Frenette

That the meeting be adjourned at approximately 7:39 p.m.

Carried

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Michael Cooper  
Board Chair  
July 6, 2021

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Susan Therrien  
Director of Library Services  
Board Secretary  
July 6, 2021