

## Port Colborne Public Library Board

### MINUTES of the Sixth Regular Meeting of 2023

**Date:** Wednesday, July 5, 2023  
**Time:** 6:00 p.m.  
**Location:** Auditorium, Port Colborne Public Library  
310 King Street, Port Colborne

**Trustees Present:** M. Cooper, Chair (attended via Microsoft Teams)  
B. Ingram, Vice-Chair  
M. Bagu, Councillor  
B. Beck  
M. Booth  
H. Cooper  
A. Desmarais  
C. MacMillan  
E. Tanini

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

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

#### 1. Call to Order

Board Chair M. Cooper attended via Microsoft Teams. Board Vice-Chair B. Ingram chaired the meeting, and called the meeting to order at approximately 6:04 p.m.

#### 2. Land Acknowledgement

Read by B. Ingram.

#### 3. Declaration of Conflict of Interest

Nil.

#### 4. Adoption of the Agenda

The Director of Library Services requested to add an item to “Other Business”

regarding correspondence to Ontario Trillium Foundation.

Motion: 2023-036

Moved by C. MacMillan

Seconded by A. Desmarais

That the agenda dated July 5, 2023 be adopted, as amended.

Carried.

### **5. Approval of Minutes**

Motion: 2023-037

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes of the regular meeting dated May 3, 2023 be approved, as circulated.

Carried.

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

Nil.

### **7. Consent Items**

#### **7.1. Circulation Reports**

- April 2023 Circulation Report
- May 2023 Circulation Report
- April 2023 LiNC Transits Report
- May 2023 LiNC Transits Report
- 2<sup>nd</sup> Quarter 2023 LiNC Transits Report

#### **7.2. Financial Report**

- June 7, 2023

## Port Colborne Public Library Board

- July 3, 2023

### 7.3. **Public Relations Report**

Report from Librarian R. Tkachuk outlined outreach and activities in May and June 2023.

### 7.4. **Media Items**

- Port Colborne Public Library Newsletter, June 2023
- Port Colborne Public Library Newsletter, July 2023

Motion: 2023-038

Moved by C. MacMillan

Seconded by M. Booth

That consent items 7.1 to 7.4 be received for information purposes.

Carried.

## 8. **Discussion**

### 8.1. **Capital Projects Update (S. Therrien)**

The Board reviewed the progress of the 2023 capital projects.

### 8.2. **King Street Sign (S. Therrien)**

Motion: 2023-039

Moved by M. Booth

Seconded by H. Cooper

That no changes be made to the King Street sign rental fee schedule as outlined in policy *OP-19: King Street Sign*.

Carried.

## Port Colborne Public Library Board

### 8.3. Director's Report (S. Therrien)

- **Board Governance Roles and Responsibilities**

The Director of Library Services reviewed governance actions and planning as recommended by Ontario Library Service (OLS) for Years 1 and 2 of the Board Governance Cycle with the Board. The Director encouraged trustees to continue to take advantage of online training offered by OLS at the Governance Hub for public library boards regarding their obligations and responsibilities under the *Public Libraries Act*.

- **Hours of Operation**

Motion: 2023-040

Moved by E. Tanini

Seconded by A. Desmarais

- a. That the Board approves opening the library to the public at 9:30 a.m., Monday to Saturday;
- b. That the Board approves Wednesday operating hours to be 9:30 a.m. to 8:00 p.m.; and,
- c. That the new operating hours be implemented starting January 1, 2024.

Carried.

- **Website and Online Presence**

The Director reported on the Library's updated presence on social media, and advised the Board regarding staff's plans to update the website to better promote programs and services.

- **Volunteers**

The Director reported that new and returning volunteers have been

## Port Colborne Public Library Board

on-boarded to assist staff with programming. Recruitment of new volunteers is ongoing.

- **Programming and Outreach**

The Director reported on new opportunities and strategies that staff are using to build partnerships and offer new programs for the community.

- **Staffing**

The Board reviewed a report on library staffing as presented by the Director of Library Services.

- **Succession Planning**

The Board discussed the process required for succession planning and the need for coverage in the event that the Director of Library Services retires or is otherwise unavailable to fill their duties.

- **Memorandum of Understanding**

The Board discussed implementing a memorandum of understanding between the Board and the City of Port Colborne. The Director will provide further information at the August 2023 meeting.

### 8.4. **2022 Financial Reports (B. Boles)**

Treasurer B. Boles presented the 2022 Financial Reports to the Board and recommended transfers for the Board's approval.

Motion: 2023-041

Moved by A. Desmarais

Seconded by H. Cooper

That the Board approves the 2022 year-end transfers as follows:

## Port Colborne Public Library Board

- a. Transfer \$16,255.00 of surplus salaries, wages, and benefits expenses to the future liabilities reserve from the 2022 operating budget; and
- b. Transfer \$12,986.00 (the balance of the operating surplus) to the stabilization reserve from the 2022 operating budget.

Carried.

Motion: 2023-042

Moved by A. Desmarais

Seconded by E. Tanini

That the Board approves the audited 2022 Financial Statements, as presented.

Carried.

### 8.5. **Draft 2024 Operating Budget (S. Therrien)**

The Board discussed the 2024 Operating Budget and reviewed estimates for revenue and expenditures, including facility maintenance. Salaries and associated personnel cost estimates will be provided by the Human Resources department. The Board discussed the addition of a full-time assistant management position for consideration by Council for the 2024 operating year. The Board directed the Director of Library Services to prepare a request for additional staff to present to Council.

Motion: 2023-043

Moved by A. Desmarais

Seconded by B. Beck

That the Board approves the draft 2024 operating budget estimates, as presented.

Carried.

Motion: 2023-044

Moved by A. Desmarais

Seconded by M. Booth

## Port Colborne Public Library Board

That the Board submits a request to Council for the addition of a full-time assistant management position in 2024.

Carried.

### 8.6. **Draft 2024 Capital Budget (S. Therrien)**

The Board reviewed the Draft 2024 Capital Budget estimates and capital projects. Treasurer B. Boles reported to the Board regarding funding for facility capital improvements in 2024. The Board removed one project for a feasibility study. The Director advised the Board that City personnel are assisting to provide estimates for the remaining projects. Updated estimates will be presented at the August 2023 board meeting.

Motion: 2023-045

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board approves the draft 2024 capital projects, as amended; and,

That the Board directs staff to provide updated estimates for the 2024 capital projects at the August 2, 2024 meeting.

Carried.

## 9. **Policy Review**

Nil.

## 10. **Other Business**

### 10.1. **Ontario Trillium Foundation (S. Therrien)**

The Director reported that the Board has been requested to help draft a letter to submit to the Ontario Trillium Foundation (under the Ministry of Tourism, Culture and Sport), asking that OTF considers updating its criteria to qualify for funding. The Director reported that the increase in the City's population (now greater than 20,000) has disqualified the library and the municipality for funding. The letter will advise OTF of the increased

## Port Colborne Public Library Board

demands on institutions such as public libraries to serve their communities due to fiscal realities and the impacts of dynamic growth.

### 10.2. **Organizational Change (A. Desmarais)**

The Board discussed the need to change its organizational structure as part of succession planning and for alignment with the *Public Libraries Act*.

Motion: 2023-046

Moved by: A. Desmarais

Seconded by: E. Tanini

That the Port Colborne Public Library Board repeals:

- a. Port Colborne Public Library Board By-law 2001- 01: *A By-law to Appoint a Chief Executive Officer and to Repeal By-Law 2000-0002;*
- b. Port Colborne Public Library Board By-law 2001-02: *A By-law to Appoint a Treasurer and to Repeal By-Law 1999-9901;* and,
- c. Port Colborne Public Library Board By-law 2001-03: *A By-law to Appoint a Secretary and to Repeal By-Law 1999-99.*

Carried.

Motion: 2023-047

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board appoints Library Board employee Director of Library Services as Chief Executive Officer and Secretary-Treasurer.

Carried.

## 11. **Notices of Motion**

Nil.



**12. Date of the Next Meeting**

The next regular meeting will be held Wednesday, August 2, 2023, at 6:00 p.m. at the Port Colborne Public Library.

**13. Adjournment**

Motion: 2023-048  
Moved by E. Tanini  
Seconded by M. Booth

That the meeting be adjourned at approximately 9:16 p.m.

Carried.

---

Michael Cooper  
Board Chair  
August 2, 2023

---

Susan Therrien  
Director of Library Services  
Board Secretary  
August 2, 2023