

Port Colborne Public Library Board

MINUTES of the Fifth Regular Meeting of 2023

Date: Wednesday, May 3, 2023
Time: 6:00 p.m.
Location: Auditorium, Port Colborne Public Library
310 King Street, Port Colborne

Trustees Present: M. Cooper, Chair
B. Ingram, Vice-Chair
M. Bagu, Councillor
B. Beck
M. Booth
H. Cooper
A. Desmarais
C. MacMillan
E. Tanini

Staff Present: S. Luey, Chief Executive Officer
S. Therrien, Director of Library Services (Board Secretary)
R. Tkachuk, Librarian

1. Call to Order

M. Cooper, Chair, called the meeting to order at approximately 6:03 p.m.

2. Land Acknowledgement

Read by B. Ingram.

3. Declaration of Conflict of Interest

Nil.

4. Adoption of the Agenda

Motion: 2023-032

Moved by A. Desmarais

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Seconded by B. Ingram

That the agenda dated May 3, 2023 be adopted, as amended.

Carried.

5. Approval of Minutes

Motion: 2023-033

Moved by C. MacMillan

Seconded by M. Booth

That the minutes of the regular meeting dated April 5, 2023 be approved, as amended.

Carried.

6. Business Arising from the Minutes

Nil.

7. Consent Items

7.1. Circulation Reports

- March 2023 Circulation Report
- March 2023 LiNC Transits Report
- 1st Quarter 2023 Circulation Report
- 1st Quarter 2023 LiNC Transits Report
- Final Summary 2022 Circulation Report

7.2. Correspondence

- Cataloguing Code of Ethics (Canadian Federation of Library Associations)
- Canadian Federation of Library Associations (CFLA), Spring 2023 Update
- Federation of Public Libraries (FOPL), Update April 2023

7.3. Public Relations Report

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Librarian R. Tkachuk reported on outreach and activities in May 2023.

7.4. **Media Items**

- Port Colborne Public Library Digital Newsletter, May 2023
- City Hall News, May 2023

Motion: 2023-034

Moved by B. Ingram

Seconded by B. Beck

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

Carried.

8. **Discussion**

8.1. **Board Assembly Meeting, Spring 2023 (C. MacMillan)**

Trustee C. MacMillan reported on the Board Assembly meeting attended on behalf of the Port Colborne Public Library Board.

8.2. **OnBoard Training Session, April 22, 2023 (S. Therrien)**

M. Cooper (Board Chair), A. Desmarais (Board Trustee), and Councillor M. Bagu reported on their attendance at the Niagara Regional OnBoard Training Session for library board trustees. The event was organized by local Niagara Regional libraries and focused on the orientation of board trustees.

8.3. **2023-2027 Strategic Plan: First Quarterly Report of 2023 (S. Therrien)**

The Board reviewed the progress of the Strategic Plan.

8.4. **Financial Report (S. Therrien)**

The Board reviewed the May 31, 2023 year-to-date financial report.

8.5. **Accessible Washroom (S. Therrien)**

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The Director reported that with the return to normal services, library staff have noted an increase in the number of incidents regarding the public washroom on the main floor. The library will install an access control and lockout button for the main floor public washroom.

8.6. **2024 Operating and Capital Budgets (S. Therrien)**

The Director advised the Board that the deadline for submission of the draft 2024 operating and capital budgets is June 30, 2023.

8.7. **Niagara Health Coalition (S. Therrien)**

The Board reviewed its policies for use of the library's public meeting spaces and distribution of community information, and declined the request from the Niagara Health Coalition.

8.8. **Director's Report (S. Therrien)**

a. **Board Governance and Training**

The Director advised the Board of upcoming training opportunities for trustees.

b. **Annual Survey of Public Libraries**

The Director confirmed submission of the mandatory Annual Survey of Public Libraries report to the Ministry.

c. **Annual Update to Council**

The Director presented the annual update to the Board for final approval. The library's annual presentation to Council is scheduled for the May 9, 2023 Council meeting.

d. **Meeting with MPP Jeff Burch**

The Director informed the Board that Niagara Centre libraries (Port Colborne, Welland, and Thorold) have reached out to MPP Jeff Burch to

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arrange a meeting to provide updates on the libraries' successes and challenges, and to learn more about initiatives being undertaken at the provincial level that will affect public libraries. The date of the meeting is to be determined.

e. Community Agency Partnerships

The Director reported that the library's most recent partnership opportunity to support community needs includes Birchway Niagara (formerly Women's Place).

f. City Partnerships

The Director reported that library partnerships with City departments are being maximized. The library will participate in outreach opportunities on the East Side in collaboration with Port Fire to use the Bell Street Fire Hall.

g. Cultural Block

The Director reported on partnering with the Museum during March Break with a bilingual StoryWalk. Plans are in place for an NFB film program, more StoryWalk and programming opportunities for the summer, and cross-promotion of programs.

h. Bridge: Data Solution Platform

The Director reported that Library staff have been enrolled in this free program offered through Ontario Library Service. The platform is a tool to help libraries collect and analyze data through dashboards, surveys, and reports to better serve the community.

i. Edge 2.0 Partnership: Data Management Tool

The Director reported that Library staff have also been enrolled in another free program offered through Ontario Library Service. The platform is a tool to help libraries benchmark their technology infrastructure to highlight areas of excellence as well as areas that

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requirement improvement.

j. Staff Development and Training

The Director reported on staff development and training opportunities in which library staff are currently enrolled.

k. Health and Safety

The Director reported that Library staff will be enrolled in Centre for Addiction and Mental Health (CAMH) workshops for frontline and managerial staff. The courses include de-escalation training. The workshops provide mental health education for library professionals with specialized knowledge and skills to support mental health in the library.

l. Libraries in Niagara Cooperative (LiNC) Services

The Director provided a report on LiNC activities and developments.

m. Art in the Atrium

The Director reported that the library is hosting a show by Lakeshore Catholic High School art students in May. In June, Port Colborne High School student art will be on display.

n. Meetings and Committees

The Director reported on meetings and committees attended.

o. “Let’s Talk About...” Series

The Director advised the Board that planning has started for sessions including seniors’ safety, housing and homelessness, and Birchway Niagara.

p. Facility Updates

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The Director reported on facility repairs to roof capping and windows, and on the installation of a rain gauge which is part of a Pollution Prevention Control Plan for the City's wastewater collection system study.

q. Citizen Incidents

The Director reported on citizen incidents that do not require police intervention. Staff have been advised to call 211 which connects the library with NASO (Niagara Assertive Street Outreach). This has had a positive impact for staff and for citizens in distress.

r. Programming

The Director reported on new programming and volunteer opportunities.

9. Policy Review

9.1. Committees of the Board: Terms of Reference

Motion: 2023-035

Moved by C. MacMillan

Seconded by A. Desmarais

That policy 9.1 be approved, as presented.

Carried.

10. Other Business

11. Notices of Motion

12. Date of the Next Meeting

The next regular meeting will be held Monday, June 12, 2023, at 6:00 p.m. at the Port Colborne Public Library.

13. Adjournment



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Motion: 2023-035

Moved by E. Tanini

Seconded by B. Beck

That the meeting be adjourned at approximately 7:55 p.m.

Carried.

Michael Cooper
Board Chair
July 5, 2023

Susan Therrien
Director of Library Services
Board Secretary
July 5, 2023