

## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, November 1, 2023  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

Members Present: M. Cooper  
A. Desmarais  
H. Cooper  
C. MacMillan  
B. Beck  
M. Booth  
E. Tanini

Member(s) Absent: M. Bagu, Councillor  
B. Ingram, Vice-Chair

Staff Present: S. Therrien, Chief Executive Officer

### 1. Call to Order

The Chair called the meeting to order at 6:00 p.m.

### 2. Land Acknowledgement

The Chair recited the Land Acknowledgement Statement.

### 3. Disclosures of Interest

There were no disclosures of interest.

### 4. Adoption of Agenda

Moved by C. MacMillan  
Seconded by A. Desmarais

That the agenda dated November 1, 2023 be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by A. Desmarais

Seconded by M. Booth

That item 5.1 be approved, as amended.

Carried

**5.1 Minutes of the October 4, 2023 Board Meeting**

**6. Business Arising from the Minutes**

Nil.

**7. Consent Items**

Moved by A. Desmarais

Seconded by B. Beck

That consent items 7.1 to 7.3 be approved, as circulated.

Carried

**7.1 Financial Report**

- a. **Oct. 26 2023 PCPL Year-to-Date Financial Report**

**7.2 Circulation Reports**

- a. **September 2023 Circulation Report**

**7.3 Media Items**

- a. **Off the Shelf Newsletter, November 2023**

**8. Discussion Items**

**8.1 Verbal Report - Chief Executive Officer's Report**

Moved by E. Tanini

Seconded by A. Desmarais

That the Board receives the CEO's Report for information, as presented.

Carried

- a. **Capital Projects Update**

The CEO provided an update on the status of the 2023 capital projects. Completed projects include the King Street entrance accessible doors upgrade, installation of accessible doors in the auditorium, installation of a generator, backflow and watercloset upgrades, and the replacement of the King Street sign. The flat roof repairs project is estimated to be completed by year-end. The elevator modernization project will be completed in 2024.

**b. Operational Projects Update**

The CEO reported that the wireless print solution project is completed, with a soft launch in September 2023. Diamond financial software installation is in progress, along with the updated phone system project.

**c. Development Charges**

The CEO reported that she met with the consulting team from Watson & Associates Economists about development charges and provided an update to the Board.

**d. Memorandum of Understanding**

The CEO reported that the draft MOU was submitted to the CAO and Director of Corporate Services/Treasurer.

**e. Grants and Funding**

The CEO confirmed that the application for the Public Library Operating Grant was submitted. The CEO reported on other funding opportunities including an application to the Erwin Taylor Charitable Foundation, and the generous support received from the Optimists Club and the PC Lions Club.

**f. Operating Hours**

The CEO confirmed that commencing January 2, 2024, the library will open at 9:30 a.m. to the public, Monday to Saturday.

**g. Training and Development**

The CEO reported on an event organized by the Niagara-on-the-Lake Public Library with Michael Dudley (University of Winnipeg) on "Professional and Institutional Ethics and the Challenges Facing Public Libraries." There will be opportunities for both staff and

Board to attend. The CEO and Trustee Desmarais have been registered.

## **8.2 Committee Reports**

Moved by B. Beck

Seconded by C. MacMillan

That the Board approves items 8.2.a to 8.2.c as presented.

Carried

**a. CEO Hiring and Transition Committee**

**b. Policy Review and Development Committee**

**a. Foundation Policies**

**c. Advocacy and Fundraising Committee**

## **9. Confidential Items**

Moved by B. Beck

Seconded by E. Tanini

That the Board do now proceed into closed session in order to address the following matters at approximately 6:37 p.m.

Carried

Moved by C. MacMillan

Seconded by H. Cooper

That the Board do now rise from closed session at 6:44 p.m.

Carried

**9.1 Minutes of the Closed Session of the October 4, 2023 Library Board Meeting**

**9.2 Staffing Update; Labour Relations or Employee Negotiations**

**10. Motions**

**11. Notice of Motions**

**12. Roundtable**

**13. Other Business**

**13.1 Accreditation (A. Desmarais)**

Trustee Desmarais addressed the topic of accreditation and stated that it would be helpful to have more information to better understand the accreditation process and its benefits. The CEO advised the Board that she will contact Ontario Library Service and provide an update at the next regular meeting of the Board.

**14. Next Meeting Date and Adjournment**

The Chair adjourned the meeting at approximately 6:50 p.m.

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

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Michael Cooper, Chair

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Susan Therrien, Chief Executive  
Officer / Board Secretary