



Port Colborne Public Library Board

MINUTES of the 5th Regular Board Meeting of 2018

Held Tuesday, June 5, 2018, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Valerie Catton (Vice Chair), Harmony Cooper, Jeanette Frenette, William Higgins, Ann Kennerly, Cheryl MacMillan

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

Regrets: Bryan Ingram. Scott Luey (CEO), Councilor John Mayne

1. Michael Cooper, Chair, called the meeting to order.

2. The invocation was read.

3. Mr. Cooper welcomed the Board members.

4. Approval of the Agenda

Moved by H. Cooper

Seconded by A. Kennerly

18:033 That the agenda be adopted as circulated.

CARRIED.

5. Declaration of Conflict of Interest: None

6. Delegations: None

7. Minutes of the Previous Meeting of Tuesday, May 8, 2018

Moved by W. Higgins

Seconded by J. Frenette

18:034 That the minutes of the May 8, 2018 meeting be adopted as circulated.

CARRIED.

8. Business Arising from the Minutes: None

9. Agenda Items

i. Port Colborne Lions Outdoor Seating Area

The PC Lions Gazebo was dedicated on May 27, 2018, with representatives from the Library



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Board, library and museum staff, members of the PC Lions Club, and the public in attendance. Outstanding Items to complete the project are the dedication sign and exterior lighting.

ii. Risk Assessment

The Board reviewed the quote received from Pinder's Security Products for swipe doors and security cameras as per the recommendations outlined in the Risk Assessment.

iii. Shelving, Furniture, and Flooring Projects

The Director reported on the status of the three projects. A quote was reviewed to complete the carpet installation along with design plans for the shelving and furniture projects.

iv. Accessible Public Washrooms

Two design options were presented due to safety issues: renovation of the existing basement washrooms; and, a new gender-neutral accessible washroom on the main floor of the library.

v. Council of The Corporation of the City of Port Colborne Resolution Supporting the OLA/FOPL Public Library Budget Ask

The Board reviewed the letter of resolution from the Council of the Corporation of the City of Port Colborne in support of the resolution of the Town of Niagara-on-the-Lake regarding funding for local libraries. A letter of appreciation from the Library Board will be submitted to City Council to acknowledge its support.

Committee Reports

- i. Accessibility Committee: None
- ii. Cultural Block Joint Subcommittee: None

10. ADMINISTRATIVE BUSINESS

Correspondence: Card of thanks from Wilma Tennier, Port Colborne Festival of the Arts

Moved by A. Kennerly
Seconded by H. Cooper

**18:035 That the correspondence be received for information purposes.
CARRIED**

Public Relations Report

i. Pop-Up Library and Outreach

Librarian Rachel Tkachuk reported on Pop-Up Library outreach and services to local schools,



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Northland Pointe, Evergreen Academy, and the Farmers' Market in May and June 2018.

ii. Prince and Princess Tea / Royal Wedding Celebration

The May 18th event featured a tea party for children and free cake served all day to library patrons. Michelle Cuthbert, Corporate Communications Officer for the City of Port Colborne, was also in attendance and helped promote the day's events which were featured on the front page of *Niagara This Week*.

iii. Healthy Kids Community Challenge

Librarian Rachel Tkachuk and Board Vice-Chair Valerie Catton attended the Lockview Community Garden 2nd Annual Plant Day event on May 27, 2018, in support of the community garden and to promote the library's seed garden.

iv. Summer Programming Flyer

Moved by C. MacMillan
Seconded by H. Cooper

**18:036 That the Public Relations report be received for information purposes.
CARRIED**

Chief Executive Officer's Report: None

Treasurer's Report: None

Director's Report

i. Niagara Regional Police: Partnership and Incident Reporting

NRPS Staff Sgt. Rob LaPlante visited the library for a tour of the facility, to meet staff, and make suggestions regarding safety and incident reporting.

ii. Meetings/Workshops/Training

- a. *Harm Reduction: Opioid Use in Niagara*, May 9, 2018
- b. *De-Escalation Training*, May 14, 2018
- c. *Managing Stress and Anger*, May 16, 2018
- d. *De-Escalation and Empathy*, May 30, 2018
- e. *Making and Creating in the Library*, May 31, 2018, STEAM Centre, St. Thomas

iii. Health and Safety

- a. *Sharps Training 2015*, May 2, 2018



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b. *Fire Safety Training*, June 6, 2018, with Scott Lawson, Fire Prevention Officer

Moved by C. MacMillan

Seconded by J. Frenette

18:037 That the Director of Library Services' report be received for information purposes.

CARRIED

Circulation Report: None

11) Board Members' Items: None

12) Notices of Motion: None

13) Date of the Next Meeting

Tuesday, July 10, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

14) Adjournment

MOVED by C. MacMillan

Seconded by W. Higgins

18:038 That the meeting be adjourned.

CARRIED.

Michael Cooper, Library Board Chair
July 10, 2018

Susan Therrien, Secretary
July 10, 2018