



## Port Colborne Public Library Board

### MINUTES of the 9<sup>th</sup> Regular Board Meeting of 2018

Held Tuesday, November 13, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

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**Present:** Michael Cooper (Chair), Valerie Catton (Vice Chair), Harmony Cooper, Cheryl MacMillan, Jeanette Frenette, Bryan Ingram, Ann Kennerly  
**Staff:** Susan Therrien (Director of Library Services), Rachel Tkachuk (Librarian)  
**Regrets:** Scott Luey (CEO)

**1. Call to Order:**

Michael Cooper, Chair, called the meeting to order at 6:06 p.m.

**2. Invocation:**

The invocation was read.

**3. Chairperson's Remarks:**

Mr. Cooper welcomed the Board.

**4. Approval of the Agenda:**

Moved by C. MacMillan

Seconded by H. Cooper

18:063 That the agenda be adopted as circulated.

CARRIED.

**5. Declaration of Conflict of Interest:**

Nil.

**6. Delegations:**

Nil.



## Port Colborne Public Library Board

### 7. Approval of the Minutes of the Previous Meeting of Tuesday, October 16, 2018:

Moved by J. Frenette  
Seconded by H. Cooper

18:064 That the minutes of the October 16, 2018 meeting be adopted.  
CARRIED.

### 8. Business Arising from the Minutes:

Nil.

### 9. Agenda Items:

#### i. **Legacy Document Working Session**

The Board completed the Legacy Document for the incoming Board.

#### ii. **Library Holiday Hours**

All statutory holidays fall on weekdays resulting in no extra closed dates to the public. The Director requested that the Board approve closing the library at 3:00 p.m. as it has in the past few years. Staff members will remain in the library to run year-end reports and do the final financial deposit.

Moved by A. Kennerly  
Seconded by J. Frenette

18:065 That the library close at 3:00 p.m. on December 31, 2018, for New Year's Eve.

CARRIED

#### iii. **Governance and Policy Review**

S. Therrien, H. Cooper, and B. Ingram will meet to work on policy review.

#### iv. **Strategic Plan Implementation**

The Director reported on work accomplished to date regarding implementing the goals



of the Strategic Plan.

**v. Capital Projects: Progress Report**

**a. Cultural Block Security**

No updates to report.

**b. Risk Assessment Security Upgrades**

Pinder's Security Products was onsite doing wiring on November 8, 2018.

**c. Shelving, Furniture, and Flooring**

All three projects are on track to be completed by November 30, 2018. As approved by the Board, the library will close to the public on Monday, November 19, 2018 during carpet installation in the Children's Room. Signs are posted at the library and online, and bookmark notices are being sent home with patrons. An Open House is planned for Saturday, December 1, 2018.

**d. Accessible Public Washroom: Updates**

A meeting to assess plumbing was scheduled for November 13, 2018, at 9:00 a.m. The renovation is scheduled for the spring of 2019.

**e. LED Exterior Security Lighting**

Three new exterior LED floodlights have been installed to increase security lighting: one on the west side (toward the playground) and two on the south side (between the library and the Archives).

**f. King Street Entrance Accessibility**

The City has been contacted regarding improving accessibility for the King Street Entrance. They have advised that enclosing the outdoor area would complicate accessibility issues and are looking at alternative solutions. Further information on the project is forthcoming.

**vi. Financial**



## Port Colborne Public Library Board

### a. 2019 Capital Budget

The Director reported that after consultation with the City, the accessible washroom will cost more than originally estimated. The Director requested that the Board amend the Capital Budget for 2019 to allocate sufficient funds for the renovation project.

Moved by B. Ingram  
Seconded by H. Cooper

18:066 That the Board amend the 2019 capital budget for the necessary funds to be allocated to the new universal accessible washroom project.

CARRIED

### vii. **Committee Reports:**

Accessibility Committee (B. Ingram, V. Catton):

Nil.

### **Cultural Block Sub-Committee (M. Cooper, V. Catton):**

V. Catton reported on the proposal received from consultant Lyn Royce regarding a Master Plan for the Cultural Block. The Board reviewed the proposal but decided that because its term is ending, it could not encumber the incoming Board by committing to the proposal.

### 10. **Administrative Business:**

#### i. **Correspondence:**

Nil.

#### ii. **Public Relations Report:**

Librarian R. Tkachuk submitted reports on Pop-Up Library outreach activities, Healthy Kids Community Challenge Funding, Ontario Public Library Week and Patron Appreciation Day.

Moved by A. Kennerly



## Port Colborne Public Library Board

Seconded by H. Cooper

18:067 That the Public Relations report be received for information purposes.

CARRIED

iii. **Chief Executive Officer's Report:**

Nil.

iv. **Treasurer's Report:**

Nil.

v. **Director's Report:**

a. **Staff Development Day, November 19, 2018**

The library will be closed for renovations on November 19<sup>th</sup> for renovations. Library staff will attend staff development sessions including mandatory training on the "Working Mind" facilitated by Tammy Morden, City of Port Colborne Human Resources Coordinator, and Italia Reeves, City of Port Colborne Health and Safety Coordinator.

b. **Report on Meetings and Workshops**

- i. "Social Determinants of Health Advisory Committee—Everyone Matters," November 1, 2018.

c. **Incident Report**

The Director reported on one incident.

d. **Health and Safety**

- i. Fire Drill, October 31, 2018, with Port Colborne Fire Department

Moved by C. MacMillan

Seconded by V. Catton

18:068 That the Director's report be received for information purposes.



CARRIED

**Circulation Report:** 3<sup>rd</sup> Quarterly Report 2018

Moved by C. MacMillan

Seconded by V. Catton

18:069 That the Circulation Report for the 3<sup>rd</sup> Quarter be received for information purposes.

CARRIED

**11. Board Members' Items:**

Nil.

**12. Notices of Motion:**

Nil.

**13. Date of the Next Meeting:**

Tuesday, December 11, 2018, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
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**14. Adjournment:**

Moved by B. Ingram

Seconded by C. MacMillan

18:070 That the meeting be adjourned at 7:45 p.m.

CARRIED.

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Michael Cooper, Library Board Chair

December 11, 2018