



**MINUTES of the 6<sup>th</sup> Regular Board Meeting of 2020**

Tuesday, August 18, 2020, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

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**Present:**

Michael Cooper (Chair)  
Bryan Ingram (Vice-Chair)  
Councilor Mark Bagu  
Brian Beck  
Valerie Catton  
Harmony Cooper  
Jeanette Frenette  
Ann Kennerly

Scott Luey (CEO)  
Bryan Boles (Treasurer)  
Susan Therrien (Director of Library Services/Board Secretary)

**Regrets:**

Cheryl MacMillan

**1. Call to Order:**

The Chair called the meeting to order at 6:17 p.m.

**2. Declaration of Conflict of Interest:**

Nil.

**3. Adoption of the Agenda:**

Moved by A. Kennerly  
Seconded by J. Frenette

20:036 That the agenda be adopted as circulated.

CARRIED



**4. Approval of the Minutes of the Previous Meeting:**

Moved by V. Catton  
Seconded by H. Cooper

20:037 That the minutes of the June 23, 2020 meeting be adopted as circulated.  
CARRIED

**5. Business Arising from the Minutes:**

Nil.

**6. Consent Items**

**6.1. Circulation Reports**

- 6.1.1. June 2020
- 6.1.2. June Digital Programing
- 6.1.3. 2<sup>nd</sup> Quarter 2020

**6.2. Financial Statement**

- August 13, 2020

**6.3. Public Relations Report**

Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources, social media, and community feedback.

**6.4. Media Items**

- *Library Digital Programming Newsletter: July and August 2020*
- *City Hall News: July and August 2020*

Moved by B. Ingram  
Seconded by H. Cooper

20:038 That Consent Items 6.1 to 6.4 be received for information purposes.  
CARRIED



## **7. Discussion Items**

### **7.1. Draft 2021 Capital Budget**

The Board reviewed the draft 5-Year Capital Budget and schedule of capital projects.

Moved by H. Cooper

Seconded by J. Frenette

20:039 That the 2021 Capital Budget be approved as presented.

CARRIED

### **7.2. Phased Reopening and Recovery Plan: Curbside Pick-Up, Public Computer Access and Onsite-Browsing**

The Board reviewed updates to the library's *Reopening and Recovery Plan*. The plan was revised when the library entered Stage 3 on August 4, 2020. The Director explained the new protocols that have been set up to assist staff safely implement onsite browsing services for the public.

### **7.3. Director's Report**

#### **7.3.1. Virtual Tour**

The Board viewed photographs of changes made to the physical space of the library (interior and exterior) highlighting signage, traffic flow, protective barriers, hand sanitizer stations, and modifications to the placement of furniture and computer workstations to enhance physical distancing.

#### **7.3.2. Curbside Statistics**

The Director presented information on circulation activity since the implementation of curbside pick-up. Activity is at about 25% of normal due to the impact of the pandemic on library services; however, the new service is very popular with our patrons and growing.

#### **7.3.3. Library Service Hours**

The library is currently offering curbside pick-up 11 a.m. to 3 p.m. on Tuesdays,



## Port Colborne Public Library Board

Wednesdays, Thursdays and Saturdays. Computer access by appointment is available on Fridays 11 a.m. to 3 p.m. Browsing by appointment or walk-in by capacity is available Tuesdays, Wednesdays and Thursdays 11 a.m. to 3 p.m.

### 7.3.4. Staff Updates

Part-time staff were recalled from lay-off effective August 1, 2020.

### 7.3.5. Evergreen Migration

The migration schedule is now in place with weekly meetings scheduled. IT staff from Fort Erie Public Library will assist locally.

### 7.3.6. Public Library Operating Grant and Annual Survey

The Director confirmed that both applications have been submitted.

### 7.3.7. Cashless Payments

Debit and credit payment options will be available effective January 1, 2021.

### 7.3.8. #PortColborneProud Contest

The contest winners have been announced. The library will host a display of the finalists' photographs when the library is able to fully reopen.

### 7.3.9. Partnerships

Joining the Libraries in Niagara Cooperative (LiNC) will open new opportunities for the library to take advantage of sharing resources and cost-savings. The library is currently seeking more opportunities to partner with local libraries to enhance services for our community.

### 7.3.10. Library Cards

The new library cards have arrived and will be ready for use when the current supply is depleted.



Moved by A. Kennerly  
Seconded by J. Frenette

20:040 That the *Phased Reopening and Recovery Plan* and the Director's Report be received for information purposes.

CARRIED

## **8. Decision Items**

### **8.1. Policies and Policy Review Schedule**

- 8.1.1. HR-07: COVID-19
- 8.1.2. OP-02: Health and Safety Policy Statement
- 8.1.3. OP-16: The Library and Political Elections

Moved by H. Cooper  
Seconded by A. Kennerly

20:041 That policies 8.1.1 to 8.1.3 be approved as presented.

CARRIED

## **10 Board Members' Items:**

Nil.

## **11 Notices of Motion:**

Nil.

## **12 Date of the Next Meeting:**

Tuesday, September 8, 2020 at 6:15 p.m.  
Virtual Meeting via Microsoft Teams

## **13 Adjournment:**

Moved by J. Frenette  
Seconded by H. Cooper

20:042 That the meeting be adjourned at 7:14 p.m.

CARRIED



PORT COLBORNE  
PUBLIC LIBRARY

## Port Colborne Public Library Board

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Michael Cooper  
Board Chair  
September 8, 2020

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Susan Therrien, Director of Library Services  
Board Secretary  
September 8, 2020