



Port Colborne Public Library Board

MINUTES of the 1st Regular Board Meeting of 2020

Tuesday, January 7, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present:

Michael Cooper (Chair)
Bryan Ingram (Vice-Chair)
Councilor Mark Bagu
Brian Beck
Valerie Catton
Harmony Cooper
Jeanette Frenette
Ann Kennerly
Cheryl MacMillan
Susan Therrien (Director of Library Services/Board Secretary)
Rachel Tkachuk (Librarian)

Regrets:

Scott Luey (CEO)
Peter Senese (Treasurer)

1. Call to Order:

The Chair called the meeting to order at 6:26 p.m.

2. Chair's Remarks:

Mr. Cooper welcomed the Board.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:



Moved by A. Kennerly
Seconded by J. Frenette

20:001 That the agenda be adopted.
CARRIED

5. Approval of the Minutes of the Previous Meeting:

Moved by H. Cooper
Seconded by B. Beck

20:002 That the minutes of the December 10, 2019 meeting be adopted as circulated.
CARRIED

6. Business Arising from the Minutes:

Nil.

7. Delegations and Presentations:

Nil.

8. Consent Items:

8.1. Circulation Report: November 2019

8.2. Financial Statement: December 31, 2019

8.3. Director's Report

a. Strategic Plan Implementation: Progress Reports

The Board has reviewed progress report presentations on Goal 1 (Attract New Users/Increase Engagement/Outreach) and Goal 2 (Increase Teen Users and Usage) of the Strategic Plan. In March, Mason Thomas, Facilities Supervisor, will attend the meeting to help discuss Goal 3 (Maximize the Use of Library Space), facility maintenance and upcoming capital projects.

b. 2019 Annual Report



Port Colborne Public Library Board

The Annual Report will be presented to Council in May.

c. "Let's Talk About..." Series

The "Supporting Loved Ones with Mental Health Issues and Addictions" event was cancelled due to inclement weather and will be rescheduled. On February 26, 2020, the Poverty Reduction Network will present "Renting in Niagara: Housing Supports and Tenant Rights" information session at the library.

d. Meetings, Workshops, Training

- *Ending Homelessness: Presentation by Iain De Jong, Dec. 19, 2019.* Attended by S. Therrien.
- *Webinar: Issues Around Domestic Violence and Sexual Assault, Jan. 2, 2020.* Attended by S. Therrien.

8.4. Public Relations Report

Librarian R. Tkachuk reported on library programming and Pop-Up Library Outreach.

8.5. Correspondence

- a. Letter of thanks to the Port Colborne Lions Club
- b. Letter of thanks to CFUW, Welland & District

8.6. Media Items

- a. January 2020 Newsletter

Moved by H. Cooper
Seconded by A. Kennerly

20:003 That Consent Items 8.1 to 8.6 be received for information purposes.
CARRIED

9. Discussion Items:

9.1. Accessible Universal Washroom



Port Colborne Public Library Board

The Director reported that the washroom project is almost complete. An official opening will be scheduled to acknowledge the funding received from the federal Enabling Accessibility Fund. Vance Badawey, MP, and Mayor Steele will be invited.

9.2. Capital Budget 2020

Councilor Bagu suggested that the draft 5-Year Capital Budget should be adjusted to maintain a larger balance at each year-end. The Board discussed options and decided to defer one of the projects to another year.

Moved by A. Kennerly

Seconded by C. MacMillan

20:004

That the 2020 Capital Budget be amended with the Atrium Enclosure Project deferred to 2022.

CARRIED

9.3. 2020 Capital Projects

The Board discussed prioritizing the capital projects and briefly reviewed each project. The Director advised the Board that Mason Thomas, Facilities Supervisor, will be attending the March meeting and will be able to answer questions regarding implementation of the projects.

9.4. Board Meeting Dates

The recent amendment to the *Public Libraries Act* stipulates that library boards are now required to hold a minimum of seven meetings per year. The Board decided to maintain the schedule of 10 meetings per year.

9.5. Board Self-Evaluation

Board members submitted their completed self-evaluation forms to the Chair. A discussion of the results will be held at the February 2020 meeting.

9.6. The Four-Year Board Cycle: Year 2—Community and Council Relations

The Board discussed the focus of Year 2 of their term including the Board's relationship to the City.



9.7. CUPE Contract Negotiations

The Board received a verbal report from the Director that notification has been received from the Union regarding their intent to negotiate. The current Collective Agreement expires March 31, 2020. Discussion ensued regarding the composition of the Board's negotiating team. Vice-Chair Bryan Ingram stated that it is important to remember that just because the Board has not exercised its right to participate on the negotiating team, it does not mean that the Board cannot choose to do so in the future.

10. Decision Items

10.1. Policy Table and Review Schedule

The Board reviewed the schedule received from the Director.

10.2. Policy Review—Deferred to the February 2020 meeting.

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, February 4, 2020 at 6:15 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

14. Adjournment:

Moved by C. MacMillan
Seconded by J. Frenette

20:005 That the meeting be adjourned at 7:55 p.m.
CARRIED



PORT COLBORNE
PUBLIC LIBRARY

Port Colborne Public Library Board

Michael Cooper
Board Chair
February 4, 2020

Susan Therrien, Director of Library Services
Board Secretary
February 4, 2020