



Port Colborne Public Library Board

MINUTES of the 3rd Regular Board Meeting of 2020

Tuesday, March 3, 2020, 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present:

Bryan Ingram (Vice-Chair)

Brian Beck

Valerie Catton

Harmony Cooper

Jeanette Frenette

Ann Kennerly

Cheryl MacMillan

Susan Therrien (Director of Library Services/Board Secretary)

Rachel Tkachuk (Librarian)

Regrets:

Councilor Mark Bagu

Michael Cooper (Chair)

Scott Luey (CEO)

Stephen Corr (Interim Treasurer)

1. Call to Order:

In the absence of the Chair, Vice-Chair B. Ingram called the meeting to order at 6:15 p.m.

2. Chair's Remarks:

Mr. Ingram welcomed the Board.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:



Moved by C. MacMillan

Seconded by J. Frenette

20:013 That the agenda be adopted as circulated.

CARRIED

5. Approval of the Minutes of the Previous Meeting:

Moved by H. Cooper

Seconded by V. Catton

20:014 That the minutes of the February 4, 2020 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

- a. February 2020

8.2. Financial Statement

- January 20, 2020

8.3. Public Relations Report

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

8.4. Media Items

- February 2020 Newsletter
- City Hall News, February 2020

Moved by A. Kennerly

Seconded by H. Cooper



20:015 That Consent Items 8.1 to 8.4 be received for information purposes.
CARRIED

9. Discussion Items

9.1. Capital Projects and Building Maintenance: Mason Thomas, Facilities Supervisor

Moved by J. Frenette
Seconded by H. Cooper

20:016 That the additional expense of approximately \$1,750.00 be approved to upgrade the access buttons for the universal accessible washroom.
CARRIED

9.2. Evergreen Migration

Moved by C. MacMillan
Seconded by J. Frenette

20:017 That the quote for the migration to Evergreen be approved as presented and that the migration to the new Integrated Library System be implemented.
CARRIED

9.3. Director's Report

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

On February 26, 2020, the library hosted the "Renting in Niagara: Housing Supports and Tenant Rights" session presented by the Niagara Poverty Reduction Network. The NPRN offered the session in partnership with the Niagara Community Legal Clinic and local libraries. The session was attended by both renters and landlords. Four members of the City of Port Colborne's By-Law Department presented information and fielded questions from attendees. Councilors Bagu and Desmarais attended.

b. City of Port Colborne Logo Revision Project

S. Therrien and K. Lascelles participated in the staff working-group formed to provide input into the new logo design. Implementation of the new design will be rolled out in stages.



c. #PortColborneProud Contest

The submission deadline for the contest was January 31, 2020, with 109 entries received. The judges have chosen 10 finalists: one from each category. The photographs are scheduled to be on display at the library March 24 to 31, 2020. The winners will be announced at the library. The date is to be determined.

d. Meetings, Workshops, and Training

- *Social Determinants of Health Committee – Everyone Matters*, Feb. 6, 2020. Attended by S. Therrien.
- Webinar: *A Deeper Understanding of Homelessness*, Feb. 6, 2020. Attended by S. Therrien.
- BrockLINC Opening, Feb. 21, 2020. Attended by S. Therrien and J. Sider.
- *Strategic Planning Session*, Feb. 26, 2020. Attended by S. Therrien, R. Tkachuk, J. Sider, K. Lascelles.

e. Health and Safety

The library, along with the other City Staff, are planning training for staff to assist in public service to persons with mental health issues and addictions.

f. Risk Assessment Audit

The Director is working on an audit of the implementation of recommendations outlined in the 2017 Risk Assessment Audit on the library facility. Actions to date include:

- installation of safety mirrors
- swipe entry to secured areas (administration level, basement, computer room)
- lock-out of elevator to administration level and the basement
- security cameras (interior and exterior)
- other practices and protocols for staff safety

Moved by H. Cooper

Seconded by C. MacMillan

20:018 That the Director's Report be received for information purposes.

CARRIED



9.4 Strategic Plan Implementation Report

a. Attract New Users/Increase Engagement/Outreach

- The Director reached out to Brock University to establish a partnership through outcomes of its new BrockLINC Makerspace areas. The goal of this partnership will be to attract new users to the library's updated makerspace which is planned to include: digital green screen lab, non-traditional lending items,
- Partnership with the Vale Centre continues with monthly story-time.

b. Increase Teen Users and Usage

- Staff implemented additional programming for tween/teens. The March Break programs include a greater focus on activities for teens.
- In response to the demand from the Teen Survey, the library arranged for AAPEX Driving to conduct a session during March Break.
- The video game collection continues to grow with Nintendo Switch games now included.

c. Maximize Use of Library Space

- Nine new capital projects were identified by the Board to enhance space and provide a more welcoming and accessible environment.

d. Continued Exploration of Cultural Block Concept

- Joint programming will be conducted with the Museum during the summer.

e. Increase Staff/Library Internal Capacity

- Training opportunities are ongoing including courses and webinars through Southern Ontario Library Service (SOLS).
- Cross-training of staff is ongoing with new methods and procedures implemented.
- Weekly staff meetings include policy review and Health and Safety issues.
- All staff meet monthly with the Director as part of their performance appraisals and include career planning.



f. Explore New Funding Sources for Library Programs and Infrastructure Improvements

- CanadaHelps donation system to be implemented.
- Grants are being explored to assist in funding capital projects and collection development

10. Decision Items

10.1. Policy Table and Review Schedule

The Board reviewed the policy schedule.

10.2. Policies

- 10.2.1 Procurement Policy
- 10.2.2 Human Resources Policy and Administration
- 10.2.3 Health and Safety of Staff
- 10.2.4 Prevention of Workplace Violence
- 10.2.5 Employee Conduct

Moved by A. Kennerly

Seconded by V. Catton

20:019 That policies 10.2.1 to 10.2.5 be approved as presented.

CARRIED

11 Board Members' Items:

Nil.

12 Notices of Motion:

Nil.

13 Date of the Next Meeting:

Tuesday, April 7, 2020 at 6:15 p.m.



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14 **Adjournment:**

Moved by C. MacMillan

Seconded by H. Cooper

20:020 That the meeting be adjourned at 7:40 p.m.

CARRIED

Michael Cooper
Board Chair
May 19, 2020

Susan Therrien, Director of Library Services
Board Secretary
May 19, 2020