

**MINUTES of the Third Regular Board Meeting of 2021**

Tuesday, March 2, 2021, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

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**Present:**

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

**Regrets:**

Scott Luey (CEO)  
Bryan Boles (Treasurer)

**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

21:017 That the agenda be adopted as circulated.

CARRIED

**4. Presentation by Peggy Malcolm, SOLS Consultant**

The Board received a presentation by Peggy Malcolm (Southern Ontario Library Service) providing information about union libraries under the *Public Libraries Act*. Discussion followed the presentation.

Moved by A. Kennerly  
Seconded by J. Frenette

21:018 That the Board schedule a separate meeting to discuss the ideas presented and options going forward.

CARRIED

**5. Approval of the Minutes of the February 2, 2021 Regular Board Meeting**

Moved by C. MacMillan  
Seconded by V. Catton

21:019 That the minutes of the 2<sup>nd</sup> Regular Board Meeting of February 2, 2021 be adopted as circulated.

CARRIED

**Approval of the Minutes of the February 9, 2021 Special Board Meeting**

Moved by J. Frenette  
Seconded by B. Beck

21:020 That the minutes of the Special Meeting of February 9, 2021 be adopted as circulated.

CARRIED

**6. Business Arising from the Minutes**

Nil.

**7. Consent Items**

**7.1. Circulation Report**

- January 2021

## 7.2. Financial Statement

- January 28, 2021

## 7.3. Public Relations Report

- Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources and social media during February 2021.

## 7.4. Media Items

- *Library Digital Programming Newsletter*, February 2021
- *City Hall News*, February 2021

## 7.5. Correspondence

- Card of thanks received from staff.

Moved by A. Kennerly

Seconded by H. Cooper

21:021 That Consent Items 7.1 to 7.5 be received for information purposes.

CARRIED

## 8. Discussion Items

### 8.1. Director's Report

#### a. COVID-19 Update

Under Red Control (Stringent Measures) restrictions, the library will continue with contactless curbside pick-up service for library materials, take-and-make crafts, and print services. Digital programming will be available. No in-person programming or meetings will be available. All accessed and returned materials must be quarantined or disinfected before being re-circulated.

#### b. Libraries in Niagara Cooperative (LiNC) Updates

## Port Colborne Public Library Board

The Board reviewed information regarding resource-sharing, funding opportunities, delivery van service, software upgrades, and the expansion of the LiNC library partner membership.

### c. **Let's Talk About... Series**

The Director discussed the possibility of re-establishing the Let's Talk About... Series with virtual presentations, in partnership with the City. Topics will include tenant rights and responsibilities, vulnerable seniors, diversity and inclusion, and poverty.

### d. **Funding Opportunities**

- Niagara Investment in Culture (NIC) grant – joint application with the Port Colborne Historical and Marine Museum
- Niagara Prosperity Initiative (NPI) grant – joint application for a grant to purchase lendable technology

### e. **Patron Comments**

The Board reviewed comments of appreciation received from patrons regarding library staff and services.

Moved by C. MacMillan

Seconded by B. Ingram

21:022 That the Board receives the Director's Report for information purposes.

CARRIED

## 8.2. **Year 3 of Board Cycle: Assessing and Planning for the Future**

- Deferred.

## 8.3. **Strategic Plan**

- Deferred.

## 9. **Decision Items**

**9.1. Policy Review**

- a. COVID-19 Policy (HR-07)

Moved by J. Frenette

Seconded by B. Beck

21:023 That the Port Colborne Public Library Board approves COVID-19 (HR-07) as presented.

CARRIED

**10. Board Members' Items**

Nil.

**11. Notices of Motion**

Nil.

**12. Date of the Next Meetings**

- Special Meeting on Tuesday, March 30, 2021
- Regular Board Meeting on Tuesday, April 6, 2021

**13. Adjournment**

Moved by B. Ingram

Seconded by H. Cooper

21:024 That the meeting be adjourned at approximately 8:00 p.m.

CARRIED

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Michael Cooper  
Board Chair  
April 6, 2021

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Susan Therrien  
Director of Library Services  
Board Secretary  
April 6, 2021