



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, May 8, 2024
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Cooper, Chair
B. Ingram, Vice-Chair
M. Bagu, Councillor
C. MacMillan
B. Beck
M. Booth
E. Tanini

Member(s) Absent: A. Desmarais
H. Cooper

Staff Present: R. Tkachuk, Library Services Manager/Acting Chief Executive Officer

1. Call to Order

The Chair called the meeting to order at 6:12 p.m.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement Statement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by B. Ingram

That the agenda dated May 8, 2024 be adopted, as circulated.

Carried

5. Approval of Minutes

Moved by Councillor M. Bagu
Seconded by M. Booth

That the minutes dated April 3, 2024 be approved, as circulated.

Carried

6. Business Arising from the Minutes

Nil.

7. Consent Items

Moved by C. MacMillan
Seconded by B. Ingram

That consent items 7.1 to 7.5 be received, as presented.

Carried

7.1 Financial Report

- a. **2024 Operating Budget (as of May 3, 2024)**
- b. **2024 Facilities Budget (as of May 3, 2024)**

7.2 Circulation Report

- a. **March 2024 Circulation Report**
- b. **March 2024 Circulation Snapshot**
- c. **1st Quarter 2024 Circulation Report**
- d. **1st Quarter 2024 Circulation Snapshot**

7.3 Public Relations Report

- a. **Librarian's Report - April 2024**

7.4 Media Items

- a. **Off-the-Shelf Newsletter - May/June 2024**
- b. **One Book, One Niagara Article**

7.5 Correspondence

- a. **Township of Wainfleet Resolution - Public Libraries and Older Adults**

8. Discussion Items

8.1 Shared Services (M. Cooper)

The Chair reported that shared services between Port Colborne and Wainfleet Public Libraries will not be pursued at this time.

8.2 Township of Wainfleet Resolution - Public Libraries and Older Adults (R. Tkachuk)

Moved by B. Ingram
Seconded by E. Tanini

That the Board draft a resolution in support of the Public Libraries and Older Adults resolution that was passed at the April 30, 2024 Council of the Corporation of the Township of Wainfleet meeting.

Carried

8.3 Board Evaluation (M. Cooper)

The Chair requested that board evaluation forms are forwarded prior to the next regular meeting.

8.4 Financial Items

The Acting CEO reported that the Director of Corporate Services/City Treasurer will be attending the next meeting and requested that items 8.4 (a) to 8.4 (d) items be deferred to the next regular meeting.

- a. **Erwin Taylor Charitable Foundation (R. Tkachuk)**
- b. **Memorandum of Understanding - Verbal Report (R. Tkachuk)**
- c. **Development Charges - Verbal Report (R. Tkachuk)**
- d. **2025 Budget - Verbal Report (R. Tkachuk)**

8.5 Verbal Report - Acting CEO's Report (R. Tkachuk)

Moved by B. Ingram
Seconded by B. Beck

That the Acting CEO's Report be received, as presented.

a. Capital Projects

The Board reviewed the progress of the 2024 capital projects.

b. Facility Update

The Acting CEO provided a facility update, including roof repair work.

c. Port Fire and Emergency Services

The Acting CEO provided updates on projects and partnerships with Port Colborne Fire and Emergency Services.

d. Community Agency and Committee Partnerships

The Acting CEO reported on new opportunities and partnerships that are being explored to offer new programs for the community.

e. Programming

The Acting CEO reported on new library programming and opportunities.

f. Meetings and Committees

The Acting CEO reported on meetings and committees attended.

g. Annual Survey

The Acting CEO confirmed submission of the mandatory Annual Survey of Public Libraries report to the Ministry.

h. Grants and Funding

The Acting CEO reported that a donation from Port Colborne Lions Clubs will be used to expand the children's Wonderbooks collection.

i. Fundraising Software

The Acting CEO presented an opportunity for new fundraising software.

j. InterLibrary Loan Agreement

The Acting CEO confirmed that the updated InterLibrary Loan agreement has been signed for the Ontario Library Service.

k. Reciprocal Borrowing Agreement

The Acting CEO presented a reciprocal borrowing opportunity.

l. Canadian Children's Author Program

The Acting CEO provided an update on the Canadian Children's Author project.

m. Library Social Impact / Bridge Toolkit

The Acting CEO reported that the staff technology survey has been completed, and that the patron technology survey is underway.

9. Policies

Moved by B. Ingram
Seconded by B. Beck

That the Board approve the policies listed in items 9.1 to 9.8, as presented.

9.1 FR-01 General Gift Acceptance

9.2 FR-02 Fundraising

9.3 FR-03 Partnership and Sponsorship

9.4 OP-03 Code of Conduct (Patron)

9.5 OP-10 Children in the Library

9.6 OP-11 Teens in the Library

9.7 OP-25 Bed Bug Policy

9.8 VOL-01 Volunteers in the Library

10. Confidential Items

Moved by Councillor M. Bagu
Seconded by B. Ingram

That the Board do now proceed into closed session in order to address the following matters at approximately 7:58 p.m.

Moved by B. Ingram
Seconded by C. MacMillan

That the Board have a special, closed meeting on May 22, 2024 to discuss the following matter.

Carried

Moved by B. Ingram
Seconded by B. Beck

That the Board do now rise from closed session at approximately 8:47 p.m.

Carried

10.1 Confidential Human Resources Matter- pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual

11. Motions

Nil.

12. Notice of Motions

Nil.

13. Roundtable

Nil.

14. Other Business

Nil.

15. Next Meeting Date and Adjournment

A special meeting will be held May 22, 2024 at 6:30 p.m. at the L.R. Heritage Wilson Archives. The next regular meeting of the Board will be held June 5, 2024 at the L.R. Heritage Wilson Archives.

The Chair adjourned the meeting at approximately 8:48 p.m.

Michael Cooper, Chair

Rachel Tkachuk, Library
Services Manager/Acting CEO
(Board Secretary – Treasurer)