

Port Colborne Public Library Board

MINUTES of the Sixth Regular Board Meeting of 2021

Date: Tuesday, June 1, 2021
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

Members Present: M. Cooper, Chair
B. Ingram, Vice-Chair
M. Bagu, Councillor
B. Beck
V. Catton
H. Cooper
J. Frenette
C. MacMillan

Staff Present: B. Boles, Board Treasurer
S. Therrien, Director of Library Services (Board Secretary)

Regrets: A. Kennerly
S. Luey, Chief Executive Officer

1. Call to Order

The Chair called the meeting to order at approximately 6:19 p.m.

2. Declaration of Conflict of Interest

3. Adoption of the Agenda

Moved by C. MacMillan
Seconded by J. Frenette

That the agenda dated June 1, 2021 be adopted, as circulated.

Carried

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4. Presentation

Gary Long, Manager of Strategic Initiatives, City of Port Colborne presented an overview of the City's strategic plan to the Board.

5. Approval of Minutes

Moved by B. Ingram

Seconded by H. Cooper

That the minutes of the regular meeting, dated May 4, 2021 be approved as circulated.

Carried

Moved by J. Frenette

Seconded by H. Cooper

That the minutes of the special meeting, dated May 11, 2021 be approved, as circulated.

Carried

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

7.1.1. April 2021 Circulation Report

7.1.2. April 2021 Digital Programming Report

7.1.3. April 2021 LiNC Transit Report

7.2. Financial Statement

7.2.1. May 27, 2021

7.3. Public Relations Report

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

7.4. Media Items

7.4.1. Library Digital Programming Newsletter, June 2021

7.4.2. City Hall News, June 2021

7.5. Director's Report

7.5.1. COVID-19 Update

Step 1 of the province's new Road to Reopen plan is expected to start the week of June 14, 2021. Until then, the library will continue to provide contactless curbside pick-up of library materials, print services, and take-and-make crafts. There are currently no in-person programs or services. Wi-Fi and the library's collection of e-resources are available 24/7.

7.5.2. Building Condition Assessment

On May 11, 2021, a crew from McIntosh Perry was on-site at the library and completed the building condition assessment. The reports for Designated Substances and Building Condition are pending.

7.5.3. Community Engagement

To help celebrate Fair Trade Month in Port Colborne, the library distributed Fair Trade informational flyers with every check-out during the month of May.

7.5.4. Funding Opportunities: Update

- The Rotary Club of Fort Erie will lend two tablets to the library for public use.

7.5.5. Data Analytics in Libraries

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The Board received a report from the Director outlining statistics compiled by staff tracking engagements and services during the pandemic. With the introduction of new services and changes to existing ones, library staff handled thousands of questions by phone. In 2020, the library received 7,290 incoming calls. From January 1, 2021 to the end of May 2021, staff received 3,633 telephone calls. The Director reported that telephone service is an important component of user experience and that staff work diligently to help patrons access library materials and other services through curbside pick-up.

Moved by H. Cooper
Seconded by C. MacMillan

That consent items 7.1 to 7.5 be received for information purposes.

Carried

8. Discussion Items

8.1. Financial Report (B. Boles)

8.1.1. 2020 Financial Statements

Moved by B. Beck
Seconded by B. Ingram

That the Board receives the 2020 Financial Statements as presented.

Carried

8.1.2. Reserves

Moved by B. Ingram
Seconded by C. MacMillan

That the Board accept the Treasurer's recommendation to move the reserves to meet future liabilities.

Carried.

8.1.3. 2022 Operating and Capital Budgets Submission Timeline

The Board will review the draft 2022 Operating and Capital Budgets at the July 2021 meeting to meet the submission deadlines.

8.2. Connectivity and Phones (S. Therrien)

8.2.1. Niagara Regional Broadband Network

Moved by H. Cooper
Seconded by J. Frenette

That the Board approves the quote from Niagara Regional Broadband Network for installation of fibre and voice services.

Carried.

8.3. OTF Resilient Communities Fund Update (S. Therrien)

The Director presented an update on the progress of the OTF grant project.

9. Decision Items

9.1. Policy Review

9.1.1. OP-21: Lendable Technology

9.1.2. OP-22: Non-Traditional Circulating Items

Moved by H. Cooper
Seconded by B. Ingram

That the Board approves policies 9.1.1 to 9.1.2, as presented.

Carried

10. Board Members' Items

11. Notices of Motion

12. Date of the Next Meeting

The seventh regular meeting will be held Tuesday, July 6, 2021 at 6:15 p.m. via Microsoft Teams

13. Adjournment

Moved by B. Beck
Seconded by J. Frenette

That the meeting be adjourned at approximately 7:39 p.m.

Carried

Michael Cooper
Board Chair
July 6, 2021

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