

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, October 4, 2023
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Cooper, Board Chair
A. Desmarais
M. Bagu, Councillor
H. Cooper
B. Ingram, Vice-Chair
C. MacMillan
M. Booth
E. Tanini

Member(s) Absent: B. Beck

Staff Present: S. Therrien, Chief Executive Officer / Board Secretary

1. Call to Order

The Chair called the meeting to order at approximately 6:05 p.m.

2. Land Acknowledgement

Board Chair M. Cooper recited the Land Acknowledgement Statement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

That the agenda dated October 4, 2023 be confirmed, as circulated.

5. Approval of Minutes

Moved by A. Desmarais

Seconded by M. Booth

That items 5.1 to 5.3 be approved, as circulated.

Carried

- 5.1 Minutes of the September 6, 2023 Library Board meeting**
- 5.2 Minutes of the September 8, 2023 CEO Hiring and Transition Committee**
- 5.3 Minutes of the September 15, 2023 CEO Hiring and Transition Committee**

6. Confidential Items

The Board moved into closed session at approximately 6:09 p.m.

The Board reconvened into open session at approximately 6:50 p.m.

Moved by B. Ingram

Seconded by H. Cooper

That the Board proceed into closed session in order to discuss Item 6.1.

Carried

6.1 Staffing Update, Labour Relations or Employee Negotiations

7. Business Arising from the Minutes

Nil.

8. Consent Items

Moved by A. Desmarais

Seconded by E. Tanini

That Consent Items 8.1 to 8.3 be received for information purposes.

Carried

8.1 Financial Report

- a. Financial Report, September 28, 2023**

8.2 Public Relations Reports

- a. Librarian's Report, October 2023**

8.3 Media Items

- a. **Off the Shelf Newsletter, October 2023**

9. Discussion Items

9.1 2024 Operating and Capital Budgets

Moved by B. Ingram

Seconded by E. Tanini

That the Board receive the Chief Executive Officer's reports on the 2024 Operating Budget, as presented.

Carried

- a. **2024 Capital Budget**

- a. **2024 Capital Budget Update**

- b. **Library Reserves and Reserves Fund Policy**

- b. **Verbal Report - 2024 Operating Budget from the CEO**

9.2 Committee Reports

Moved by B. Ingram

Seconded by E. Tanini

That the Board receive committee report items 9.2(a) to 9.2(c) for information, as presented; and

That the Board update the terms of reference for the Policy Review and Development Committee and the Advocacy and Fundraising Committee to require a minimum of three members to ensure quorum.

Carried

- a. **CEO Hiring and Transition Committee**

- b. **Policy Review and Development Committee**

- c. **Advocacy and Fundraising Committee**

9.3 Verbal Report - Memorandum of Understanding from the CEO

The CEO provided a report on the draft version of the Memorandum of Understanding. The draft has been completed for submission.

Moved by A. Desmarais
Seconded by B. Ingram

That the Board receive the CEO's report on the Memorandum of Understanding, as presented.

Carried

10. Motions

11. Notice of Motions

Nil.

12. Roundtable

12.1 Newsletter Items

H. Cooper requested that information in the newsletter for the children's programs be sent to the schools.

The CEO invited Board members to submit their book recommendations for addition to the November newsletter.

12.2 Staff Appreciation

The Board set a date for a Staff Appreciation event.

12.3 Grant Opportunity

The CEO reported that the library applied for a grant to enhance the Library of Things collection.

13. Other Business

Nil.

14. Next Meeting Date and Adjournment

The next meeting of the Board will be held November 1, 2023, in the auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:38 p.m.

Michael Cooper, Chair

Susan Therrien, Chief Executive
Officer / Board Secretary