

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, January 3, 2024
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Cooper
B. Ingram (attended remotely)
M. Bagu, Councillor
A. Desmarais
C. MacMillan (attended remotely)
E. Tanini (attended remotely)

Member(s) Absent: B. Beck
M. Booth
H. Cooper

Staff Present: S. Therrien, Chief Executive Officer

Others Present: Rachel Tkachuk, Librarian

1. Call to Order

The Chair called the meeting to order at 6:05 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 Councillor M. Bagu
Seconded by A. Desmarais

That the agenda dated January 3, 2024 be confirmed, as circulated.

5. Approval of Minutes

Moved by A. Desmarais
Seconded by B. Ingram

That the minutes dated December 6, 2023 be adopted, as circulated.

Carried

5.1 Minutes of the December 6, 2023 meeting

6. Business Arising from the Minutes

7. Consent Items

Moved by Councillor M. Bagu
Seconded by A. Desmarais

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

Carried

7.1 Staff Reports

a. 2024 Meeting Schedule Report

7.2 Circulation Report

a. Circulation Report, November 2023

7.3 Financial Report

a. Financial Report, December 28, 2023

7.4 Public Relations Report

a. Librarian's Report, December 2023

7.5 Media Items

a. Off the Shelf Newsletter, January/February 2024

8. Discussion Items

8.1 CEO Verbal Report - Year-end Reports

Moved by A. Desmarais
Seconded by Councillor M. Bagu

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

Carried

a. Capital Projects Update

The CEO reported that the elevator modernization project is scheduled for May 2024. The installation of new phones is scheduled for January 2024.

The CEO confirmed that the approved 2024 capital projects are being planned and include the following upgrades to the library facility: improvements to the stairs leading to the Children's Room; skylight repairs, window improvements, and the auditorium flooring upgrade. Repairs to the exterior doors have been completed.

b. Planning and Committees

Staff will provide final reports to the Board on the strategic plan in mid-January 2024 when all year-end statistics are available.

The Board Evaluation, work plan, and committees will be discussed at the January 2024 meeting.

8.2 CEO Verbal Report - Regional Governance Review

The Board discussed the letter drafted by local libraries on Regional Governance Review. The letter will be submitted to the Standing Committee on Heritage, Infrastructure and Cultural Policy and outlines existing shared services among libraries.

The Board addressed exploring shared library service opportunities in light of the shared services review and the announcement of a Memorandum of Understanding respecting a shared services delivery model between the City of Port Colborne and the Township of Wainfleet.

Moved by A. Desmarais

Seconded by Councillor M. Bagu

That the Board does not endorse the Regional Governance Review letter, as received; and,

That the Board explore opportunities for shared services with the Wainfleet Public Library.

Carried

9. Confidential Items

Moved by Councillor M. Bagu

Seconded by A. Desmarais

That the Board do now proceed into closed session in order to discuss items 9.1 and 9.2. at approximately 6:26 p.m.

Carried

Moved by A. Desmarais

Seconded by E. Tanini

That the Board approves the minutes of the closed portion of the December 6, 2023, as circulated.

Carried

Moved by C. MacMillan

Seconded by B. Ingram

That the CEO has the full support of the Board to hire a full-time permanent Library Services Manager; and,

That the Board will hire a CEO on or before June 1, 2024.

Carried

Moved by Councillor M. Bagu

Seconded by A. Desmarais

That the Board do now rise from closed session, with direction, at approximately 7:14 p.m.

Carried

9.1 Minutes of the closed portion of the December 6, 2023 meeting

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

10. Policies

10.1 CEO Succession Planning

Moved by A. Desmarais
Seconded by C. MacMillan

That the Board approves the CEO Succession Planning Policy (GOV-13),
as amended.

Carried

a. CEO Succession Planning Policy (GOV-13)

11. Motions

12. Notice of Motions

13. Roundtable

There were no roundtable discussion items.

14. Other Business

15. Next Meeting Date and Adjournment

The next meeting of the Board will be held February 6, 2024, in the auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:25 p.m.

Board Chair

Chief Executive Officer / Board
Secretary-Treasurer