

## Port Colborne Public Library Board Meeting Minutes

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

**Members Present:** M. Cooper, Chair  
A. Desmarais  
M. Bagu, Councillor  
B. Ingram, Vice-Chair  
C. MacMillan  
B. Beck (Attended virtually)  
M. Booth  
E. Tanini

**Member(s) Absent:** 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 6:01 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 March 6, 2024 be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by B. Ingram

Seconded by C. MacMillan

That the minutes dated February 7, 2024 be adopted, as circulated.

Carried

**5.1 Minutes of the February 7, 2024 Board Meeting**

**6. Confidential Items**

Moved by A. Desmarais

Seconded by E. Tanini

That the Board proceed into closed session to discuss item 6.1 at approximately 6:04 p.m.

Carried

Moved by B. Ingram

Seconded by E. Tanini

That the Board approves the minutes of the closed session portion of the February 7, 2024 meeting, as circulated.

Carried

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board do now rise from closed session at approximately 6:05 p.m.

Carried

**6.1 Minutes of the closed portion of the February 7, 2024 meeting**

**7. Business Arising from the Minutes**

Trustee MacMillan inquired about the status of the upcoming Canadian Children's Author 50th anniversary. The Acting CEO advised that a meeting will be scheduled.

## **8. Consent Items**

Moved by A. Desmarais

Seconded by M. Booth

That consent items 8.1 to 8.4 be received, as presented.

Carried

### **8.1 Financial Report**

a. **Financial Report - February 28, 2024 Operating Budget**

b. **Public Library Operating Grant Confirmation of Funds**

### **8.2 Circulation Report**

a. **Circulation Report - January 2024**

### **8.3 Public Relations Report**

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

### **8.4 Media Items**

a. **Off-the-Shelf Newsletter, March - April 2024**

## **9. Discussion Items**

### **9.1 Shared Services - Verbal Report (M. Cooper)**

The Chair reported that he had met with the CEO and Board Chair of the Wainfleet Public Library to discuss the opportunity for shared services.

The Board discussed the possibility of scheduling a special meeting with the Wainfleet Public Library Board.

### **9.2 Board Governance**

a. **Work Plan**

The Board discussed the work plan and decided to focus on fundraising, a memorandum of understanding, accreditation, and shared services.

b. **Board Evaluation**

The Chair will forward the Board Evaluation Form, which will be completed by board members for the April meeting discussion.

**c. Committees**

The Fundraising Committee discussed plans for fundraising opportunities including sales, special events, and planned giving.

**9.3 Chair's Report - Verbal Report (M. Cooper)**

**a. Bequest**

The Chair reported that a community member had approached him regarding a bequest to the library. The Fundraising Committee advised that they could set up a meeting to discuss with the individual.

**b. Bee Garden**

The Chair reported that a community member had inquired about the possibility of having a bee garden or mini-forest on library property, or on the Cultural Block. The Board discussed the logistics and oversight of a library garden, and other possibilities for the space.

**9.4 Acting CEO's Report - Verbal**

Moved by A. Desmarais

Seconded by C. MacMillan

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

Carried

**a. Capital Projects Update**

The Acting CEO reported that Microsoft Teams phones were installed on February 22, 2024.

**b. Board Online Resources**

The Acting Chair reported that the Library Board Portal has been forwarded to all board members, and that policies and documents will be posted to this site as they are updated.

**c. Public Washroom**

The Acting CEO reported that the number of incidents in the public washrooms has decreased since implementing new staff procedures and signage.

**d. Annual Survey**

The Acting CEO reported that the Annual Survey of Public Libraries from the Ministry of Tourism, Culture and Sport is underway and will be completed for the April 30, 2024 submission deadline.

**e. Program Update**

**a. One Book, One Niagara**

The Acting CEO reported that the library will be participating in the One Book, One Niagara with Regional Libraries of Niagara in April. The 2024 One Book, One Niagara title is: In the Upper Country by Kai Thomas.

**b. Solar Eclipse**

The City of Port Colborne will be hosting a Solar Eclipse event on Monday, April 8, 2024 at the Vale Health and Wellness Center. The library will be providing memberships and a pop-up, family activity at the event. The library will be handing out solar eclipse glasses provided by the City starting Friday, March 8, 2024.

**f. King Street Sign**

The Acting CEO reported that repair work is needed on the King Street exterior sign, and that the contractor has been notified.

**g. LiNC Evergreen Update**

The Acting CEO reported that a planned Evergreen-wide update occurred on the morning of Wednesday, February 28, 2024. The public was notified in advance that there would be a service interruption.

**h. Bed Bugs**

The Acting CEO reported that staff have been given procedures for reporting suspected bed bug damage. Staff have been giving bed bug identification resources provided by Niagara Region Public Health.

## **10. Policies**

Moved by A. Desmarais

Seconded by B. Ingram

That the Board approve the Human Resources policies listed in items 10.1 to 10.8, as presented.

Carried

**10.1 HR-01: Human Resources Management**

**10.2 HR-02: Health and Safety of Staff**

**10.3 HR-03: Prevention of Workplace Violence**

**10.4 HR-04: Employee Conduct**

**10.5 HR-08: Health and Safety Policy Statement**

**10.6 HR-10: Disconnecting from Work**

**10.7 HR-12: Workplace Harassment and Discrimination**

**10.8 HR-13: Safety, Security, and Emergencies**

## **11. Motions**

Nil.

## **12. Notice of Motions**

Nil.

## **13. Roundtable**

Nil.

## **14. Other Business**

### **14.1 Community Volunteer Income Tax Clinics (CVITP)**

The Board discussed the impact of the annual Income Tax Clinic in Port Colborne. Discussion included the number and location of other clinics in the area, and CVITP volunteer registration.

## **15. Next Meeting Date and Adjournment**

The next meeting of the Board will be held April 3, 2024, in the auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:19 p.m.

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Michael Cooper, Chair

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