

Port Colborne Public Library Board

MINUTES of the Seventh Regular Board Meeting of 2021

Date: Tuesday, July 6, 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
A. Kennerly
C. MacMillan

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

1. Call to Order

The Chair called the meeting to order at approximately 6:18 p.m.

2. Declaration of Conflict of Interest

3. Adoption of the Agenda

Moved by H. Cooper
Seconded by J. Frenette

That the agenda dated July 6, 2021 be adopted, as circulated.

Carried

4. Presentation

Peggy Malcolm, Ontario Library Service (OLS) Consultant, presented an overview of the library board governance cycle including performance measures, succession planning, risk management, strategic planning, legacy and transition readiness.

5. Approval of Minutes

Moved by H. Cooper
Seconded by B. Beck

That the minutes of the regular meeting, dated June 1, 2021 be approved as circulated.

Carried

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- 7.1.1.** May 2021 Circulation Report
- 7.1.2.** May 2021 Digital Programming Report
- 7.1.3.** May 2021 LiNC Transit Report

7.2. Public Relations Report

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

7.3. Media Items

- 7.3.1.** Port Colborne Public Library Digital Newsletter, July 2021
- 7.3.2.** Port Colborne Public Library Summer Flyer, July 2021
- 7.3.3.** City Hall News, July 2021

7.4. Director's Report

7.4.1. COVID-19 Update

Step 2 of the province's Roadmap to Reopen will start Monday, July 5, 2021. Library services will include contactless curbside pick-up, in-person browsing, public computer access, print services, and take-and-make crafts.

7.4.2. Library Facility

On June 25, 2021, the library's fire alarm bells were replaced with visual strobes and buzzers. The fire panel requires updating due to age. Further to this project, the Fire Safety Plan will be updated in collaboration with Port Colborne Fire and Emergency Services.

7.4.3. Rotary Club

Members of the Fort Erie Rotary Club visited the library on June 30, 2021 for a formal presentation of two tablets for loan to library patrons. Board Chair Michael Cooper and Director Susan Therrien attended the presentation.

7.4.4. Library Initiatives in Partnership with the City of Port Colborne

Collaborative initiatives include *Free Comic Book Day* (Superhero Saturday at the Library) on August 14, 2021; album cover and book cover contests; and development of an interactive map for tourist and visitor use.

Moved by H. Cooper
Seconded by B. Beck

That consent items 7.1 to 7.4 be received for information purposes.

Carried

8. Discussion Items

8.1. Fire Alarm and Panel Upgrade (S. Therrien)

Moved by C. MacMillan
Seconded by J. Frenette

- a. That the Board approves the capital project to replace the fire panel.
- b. That the Board approves the quote as presented.

Carried

8.2. Fine-Free Libraries (S. Therrien)

Moved by B. Ingram
Seconded by A. Kennerly

That the Port Colborne Public Library Board eliminates overdue fines on all library materials for all patrons and implements a material recovery model.

Carried

8.3. 2022 Operating and Capital Budgets (S. Therrien)

Moved by A. Kennerly
Seconded by B. Ingram

- a. That the Board approves the 2022 Operating Budget as presented.
- b. That the Board approves the 2022 Capital Budget as presented.

Carried

8.4. Libraries and Reconciliation (S. Therrien)

Items brought forward for the Board's consideration at a following meeting

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include the Truth and Reconciliation Commission of Canada's Final Report and 94 "Calls to Action," the Canadian Federation of Library Associations (CFLA) Truth and Reconciliation Report and Recommendations, and endorsement of the recommendations in the CFLA's report.

Actions items included the enrollment of both library staff and the Board in the 4 Seasons of Reconciliation workplace training program offered by First Nations University of Canada. The training will also be offered to the Museum team and staff from the City of Port Colborne.

Library staff will continue development of the library's Indigenous Collection. The collection will be moved to a prominent area in the library to make it more accessible for the public.

9. Decision Items

9.1. Policy Review

9.1.1. OP-03: Code of Conduct (Public)

9.1.2. OP-04: Collection Development

9.1.3. Op-12: Circulation

Moved by H. Cooper

Seconded by C. MacMillan

That the Board approves policies 9.1.1 to 9.1.3, as presented.

Carried

10. Board Members' Items

11. Notices of Motion

12. Date of the Next Meeting

The eighth regular meeting will be held Tuesday, September 7, 2021 at 6:15 p.m. via Microsoft Teams

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13. Adjournment

Moved by J. Frenette

Seconded by B. Ingram

That the meeting be adjourned at approximately 8:04 p.m.

Carried.

Michael Cooper
Board Chair
September 7, 2021

Susan Therrien
Director of Library Services
Board Secretary
September 7, 2021