

## Port Colborne Public Library Board

### MINUTES of the First Regular Meeting of 2022

**Date:** Tuesday, January 11, 2022  
**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

**Regrets:** B. Boles, Board Treasurer

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

#### 1. Call to Order

The Chair called the meeting to order at approximately 6:17 p.m.

#### 2. Declaration of Conflict of Interest

#### 3. Adoption of the Agenda

Moved by B. Ingram  
Seconded by C. MacMillan

That the agenda dated January 11, 2022 be adopted, as circulated.

Carried

**4. Approval of Minutes**

Moved by J. Frenette  
Seconded by B. Beck

That the minutes of the regular meeting dated December 7, 2021 be approved, as circulated.

Carried

**5. Business Arising from the Minutes**

**6. Consent Items**

**6.1. Circulation Reports**

**6.1.1.** Final 2021 Transit Report

**6.2. Financial Statement**

- January 6, 2022 – Library Operations
- January 6, 2022 – Facilities

**6.3. Public Relations Report**

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

**6.4. Media Items**

**6.4.1.** Port Colborne Public Library Digital Newsletter, January 2022

Moved by A. Kennerly  
Seconded by B. Ingram

That consent items 6.1 to 6.4 be received for information purposes.

Carried

## 7. Discussion Items

### 7.1. Meeting Dates (S. Therrien)

Moved by C. MacMillan

Seconded by H. Cooper

- a. That, starting in February 2022, the Port Colborne Public Library Board meetings will be held on the first Wednesday of the month at 6:15 p.m.
- b. That *BL-03: Meetings of the Board* be updated to reflect the change in meeting dates.

Carried

### 7.2. Board Assembly Meeting Report (C. MacMillan)

Port Colborne Public Library Board Trustee C. MacMillan reported on the Board Assemblies Meeting that she attended in the fall. Board Assemblies Meetings provide library board members with opportunities to share information and hear how other boards are dealing with issues in governing a public library.

### 7.3. Board Self-Evaluation (M. Cooper)

The Chair reported on the board members' submissions and noted that the current evaluation tool needs more areas for individual input. The Director will work with the Chair to revise the current evaluation form and process.

### 7.4. Director's Report (S. Therrien)

#### 7.4.1. COVID-19 Update

The library remains open to the public to provide contactless curbside pick-up, in-person browsing, public computer access, print services, and take-and-make crafts. All visitors are actively screened.

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### **7.4.2. Facilities Update**

- All OTF Resilient Communities Fund project installations are on target to be completed by the deadline of March 31, 2022.

### **7.4.3. 2021 Year in Review**

The Board reviewed a report on the events, engagements and projects completed in 2021.

### **7.4.4. 2022 Planning**

The Board reviewed a planning outline for 2022 that included strategic planning, capital projects, and Board succession planning.

## **8. Decision Items**

### **8.1. Policy Review**

#### **8.1.1. 2022 Policy Review Schedule**

## **9. Board Members' Items**

## **10. Notices of Motion**

## **11. Date of the Next Meeting**

Wednesday, February 2, 2022 at 6:15 p.m. via Microsoft Teams

## **12. Adjournment**

Moved by C. MacMillan  
Seconded by A. Kennerly

That the meeting be adjourned at approximately 7:23 p.m.

Carried.



## Port Colborne Public Library Board

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Michael Cooper  
Board Chair  
February 2, 2022

Susan Therrien  
Director of Library Services  
Board Secretary  
February, 2022