

Port Colborne Public Library Board

MINUTES of the Second Regular Meeting of 2022

Date: Wednesday, February 2, 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 6:18 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 February 2, 2022 be adopted, as circulated.

Carried

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4. Approval of Minutes

Moved by A. Kennerly
Seconded by J. Frenette

That the minutes of the regular meeting dated January 11, 2022 be approved, as circulated.

Carried

5. Business Arising from the Minutes

6. Consent Items

6.1. Circulation Reports

- 6.1.1.** 2021 Final Circulation Report
- 6.1.2.** 2021 Digital Programming Report

6.2. Financial Statement

- January 27, 2022

6.3. Media Items

- 6.3.1.** Port Colborne Public Library Digital Newsletter, February 2022
- 6.3.2.** City Hall News, February 2022

Moved by B. Beck
Seconded by V. Catton

That consent items 6.1 to 6.3 be received for information purposes.

Carried

7. Discussion Items

7.1. Director's Report (S. Therrien)

7.1.1. COVID-19 Update

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Out of an abundance of caution and in accordance with the internal precautions set by the City's Emergency Control Group, the library continues to provide contactless curbside pick-up. Patrons can also access print services and take-and-make crafts at curbside.

7.1.2. Communications

The Director presented an update on library staff communications strategic plans and implementation. The library's internal communications team has been set up and is partnering with the City's team.

Library staff have access to and are participating in Applauz, an online recognition program, provided by the City of Port Colborne.

7.1.3. Capital Projects Update

The Board reviewed the capital projects scheduled for 2022 including: improving connectivity, window seal remediation, sign replacement, accessible doors, and the installation of a generator.

7.1.4. Facilities Maintenance and Capital Projects

The Board reviewed the progress of the Ontario Trillium Foundation Resilient Communities Fund grant project.

7.2. 2022 Annual Plan (S. Therrien)

The Board reviewed its 2022 annual plan which focuses on legacy and transition readiness, strategic planning, budget planning, and evaluation processes.

8. Decision Items

8.1. Policy Review

8.1.1. OP-18: Procurement of Goods and Services

8.1.2. GOV:06: Financial Oversight

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8.1.3. GOV:12: Library Reserves and Reserves Funds

Moved by A. Kennerly

Seconded by C. Macmillan

That policies 8.1.1 to 8.1.3. be approved, as presented.

Carried

9. Board Members' Items

10. Notices of Motion

11. Date of the Next Meeting

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

12. Adjournment

Moved by J. Frenette

Seconded by B. Ingram

That the meeting be adjourned at approximately 7:16 p.m.

Carried.

Michael Cooper
Board Chair
March 2, 2022

Susan Therrien
Director of Library Services
Board Secretary
March 2, 2022