

Port Colborne Public Library Board

MINUTES of the Third Regular Meeting of 2022

Date: Wednesday, March 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: S. Luey, Chief Executive Officer

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

1. Call to Order

The Chair called the meeting to order at approximately 6:15 p.m.

2. Declaration of Conflict of Interest

3. Adoption of the Agenda

C. Macmillan requested to add an item for discussion under Other Business.

Moved by A. Kennerly
Seconded by J. Frenette

That the agenda dated March 2, 2022 be adopted, as amended.

Carried

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4. Approval of Minutes

Moved by H. Cooper

Seconded by C. MacMillan

That the minutes of the regular meeting dated February 2, 2022 be approved, as circulated.

Carried

5. Business Arising from the Minutes

6. Consent Items

6.1. Circulation Reports

- January 2022 Transits Report

6.2. Financial Statement

- February 21, 2022

6.3. Media Items

- Port Colborne Public Library Digital Newsletter, March 2022
- City Hall News, March 2022

Moved by A. Kennerly

Seconded by C. MacMillan

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

Carried

7. Discussion Items

7.1. Building Condition Assessment Report (M. Thomas)

Mason Thomas, Facilities Supervisor, presented a report on the Building Condition Assessment (BCA) that was completed by McIntosh Perry in 2021.

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The library is the first City facility to undergo a full condition assessment, which includes both the building and grounds. The BCA is a standard industry practice and serves as a guideline for the maintenance of a facility. It serves as a general overview of the condition of the library and can be utilized as a 20-year capital roadmap. The library is in very good condition. Councillor Bagu commended M. Thomas on his excellent report to the Board.

7.2. Director's Report (S. Therrien)

7.2.1. COVID-19 Update

Effective February 28, 2022, the City moved from its internal Orange to Yellow precautions. In-person browsing and public computer access is now available for the public. Curbside pickup will be available for patrons who prefer this service. Masks are required for both staff and the public. Staff will actively screen before entering the building; all other visitors will use passive screening. Capacity limits are lifted, but physical distancing is required. The staff vaccination policy remains in effect for staff only, and the Safety Plan is posted at the entrance to the library.

7.2.2. Re-Connecting

The Director reported on the positive response from patrons who are returning to in-person browsing and activities.

7.2.3. Community Engagement

- Top Hat Ceremony, March 24, 2022

The library will participate in the Top Hat Ceremony event and will provide buttons for participants.

- Community Partners

New partnerships are being set up with Community Living, Niagara Parents, and the Ontario Caregivers Association.

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7.2.4. Land Acknowledgment Statement

As discussed at the special meeting of Board on October 5, 2021, and as per the Board's motion, the Board updated its Land Acknowledgement Statement (FN: 05 implemented in 2019) to the Statement used by the City of Port Colborne.

7.2.5. Facilities Maintenance and Capital Projects

The Board reviewed the status of the 2022 capital projects.

7.2.6. OTF Resilient Communities Fund Projects

The Board reviewed the progress of the Ontario Trillium Foundation Resilient Communities Fund grant project. A recognition event is being organized for March 25, 2022.

8. Decision Items

8.1. Policy Review

- 8.1.1.** HR-01: Human Resources Policy and Management
- 8.1.2.** HR-02: Health and Safety of Staff
- 8.1.3.** HR-03: Prevention of Workplace Violence
- 8.1.4.** HR-04: Employee Conduct
- 8.1.5.** HR-07: Covid-19
- 8.1.6.** HR-08: Health and Safety Policy Statement
- 8.1.7.** HR-09: Vaccination Policy

Moved by C. MacMillan

Seconded by B. Ingram

That policies 8.1.1 to 8.1.7 be approved, as presented.

Carried

9. Other Business

C. MacMillan announced the next Ontario Library Services (OLS) trustee meeting

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will be held April 12, 2022, at 4:00 p.m. She asked about programming and suggested a “Read-Along for Seniors” that would partner seniors with young people. The Director will consult with the Librarian for opportunities.

10. Notices of Motion

11. Date of the Next Meeting

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

Upcoming Board Events:

- **OTF Recognition Event** on Friday, March 25, 2022, 2:00 to 3:00 p.m.
- **Strategic Planning Session** on Saturday, April 9, 2022 at 9:00 a.m. to 1:00 p.m. (location to be determined)

12. Adjournment

Moved by J. Frenette

Seconded by C. MacMillan

That the meeting be adjourned at approximately 7:08 p.m.

Carried.

Michael Cooper
Board Chair
March 2, 2022

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