

Port Colborne Public Library Board

MINUTES of the 9th Regular Board Meeting of 2020

Tuesday, December 1, 2020, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

Present:

Michael Cooper (Chair)
Bryan Ingram (Vice-Chair)
Councillor Mark Bagu
Brian Beck
Valerie Catton
Harmony Cooper
Jeanette Frenette
Ann Kennerly
Cheryl MacMillan
Scott Luey (CEO)
Bryan Boles (Treasurer)
Susan Therrien (Director of Library Services/Board Secretary)

1. Call to Order

The Chair called the meeting to order at 6:16 p.m.

2. Declaration of Conflict of Interest

Nil.

3. Adoption of the Agenda

Moved by C. MacMillan

Seconded by V. Catton

20:057 That the agenda be adopted as circulated.

CARRIED

4. Approval of the Minutes of the Previous Meeting

Moved by B. Ingram

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Seconded by J. Frenette

20:058 That the minutes of the November 3, 2020 meeting be adopted as circulated.

CARRIED

5. Business Arising from the Minutes

Nil.

6. Consent Items

6.1. Circulation Reports

- October 2020 Circulation Report
- Digital Programming October 2020

6.2. Financial Statement

- November 26, 2020

6.3. Public Relations Report

- Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources and social media during November 2020.

6.4. Media Items

- *Library Digital Programming Newsletter*, December 2020
- *City Hall News*, December 2020

Moved by A. Kennerly

Seconded by H. Cooper

20:059 That Consent Items 6.1 to 6.4 be received for information purposes.

CARRIED

7. Discussion Items

Port Colborne Public Library Board

7.1. 2019 Financial Report

Moved by H. Cooper

Seconded by B. Ingram

20:060 That the Port Colborne Public Library Board approves the Port Colborne Public Library 2019 Financial Report as presented.

CARRIED

7.2. Integrated Library System (ILS) Project Completion Report

The Director reported that the final cost of the Migration Project was \$20,816.08 and came in under budget. ILS annual fees will be approximately \$4,000 less due to cost-sharing among Libraries in Niagara Cooperative (LiNC) partner libraries. One more library will join LiNC in 2021, further reducing future costs.

All staff have received job-specific training in the Evergreen modules. Mentors from partner LiNC libraries will provide additional support and training at no cost. Cataloguing activities will resume in December. The Director noted the contribution of Librarian Assistant K. Lascelles for her work to achieve the successful outcomes of the migration project.

7.3. Director's Report

a. COVID-19 Orange-Restrict Zone and Library Services

The Board reviewed compliance restrictions under Orange-Restrict conditions, including updates to personal protective equipment (PPE) when serving unmasked patrons. The Board confirmed that library services will return to contactless curbside pick-up for library materials and print services. In-person browsing, programming and other on-site services will be suspended and replaced with virtual alternatives. The book drop and Wi-Fi will be available to patrons 24 hours a day. Staff will answer phones and provide support to library patrons Monday to Saturday, 9 a.m. to 5 p.m.

Board member B. Beck recommended that the mandatory Safety Plan be prepared to reflect the library's unique workplace.

b. Fines During COVID-19

Port Colborne Public Library Board

Moved by A. Kennerly
Seconded by B Ingram

20:061 That due to the impact of COVID-19, fines on overdue library materials will be waived until further notice from the Board.

CARRIED

c. Reciprocal Borrowing

Commencing January 4, 2021, the library will participate in resource-sharing with partner LiNC libraries. Library patrons throughout LiNC will be able to place and receive holds from other libraries delivered to their home libraries. The LiNC Executive is preparing an RFP for van delivery services.

d. Trillium Resilient Communities Fund

The library has submitted an application for funding to help rebuild capacity to provide library services post-COVID.

e. Twelve Days of Giveaways Partnership with the Port Colborne Optimist Club

The Port Colborne Optimist Club donated boxes of new books for readers of all ages. Books not designated to be added to the collections will be used for the library's "Twelve Days of Giveaways" starting December 7, 2020. The library will also put together "surprise" bags of gently-used books for distribution during the holidays.

f. Library Parking Lot

The City of Port Colborne listed six vacant lots for sale including the Library and Museum parking lot on Catherine Street. The Director was consulted regarding the potential sale of the parking lot and advised the City that library patrons do not use the parking lot due to its location, and that there is free and convenient parking in the public lot and on Elgin, King, and Princess Streets in closer proximity to the library.

Moved by J. Frenette
Seconded by A. Kennerly

20:062 That the Director's Report be received for information purposes.

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CARRIED

8. Decision Items

8.1. Policy Review

8.1.1. *Library Reserves and Reserves Funds* (GOV-12)

Moved by C. MacMillan

Seconded by J. Frenette

20:063 That the Port Colborne Public Library Board approves the *Library Reserves and Reserves Funds Policy* (GOV-12) as presented.

CARRIED

10 Board Members' Items

Nil.

11 Notices of Motion

Nil.

12 Date of the Next Meeting

Tuesday, January 5, 2021 at 6:15 p.m.

Virtual Meeting via Microsoft Teams

13 Adjournment

Moved by J. Frenette

Seconded by B. Ingram

20:064 That the meeting be adjourned at approximately 7:20 p.m.

CARRIED

Port Colborne Public Library Board

Michael Cooper
Board Chair
January 18, 2021

Susan Therrien, Director of Library
Services Board Secretary
January 18, 2021