

## Port Colborne Public Library Board

### **MINUTES of the First Regular Board Meeting of 2021**

Monday, January 18, 2021, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

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#### **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 6:21 p.m.

#### **2. Declaration of Conflict of Interest**

Nil.

#### **3. Adoption of the Agenda**

Moved by J. Frenette

Seconded by C. MacMillan

21:001 That the agenda be adopted as circulated.

CARRIED

#### **4. Approval of the Minutes of the Previous Meeting**

Moved by V. Catton

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Seconded by J. Frenette

21:002 That the minutes of the December 1, 2020 meeting be adopted as circulated.

CARRIED

### 5. Business Arising from the Minutes

Nil.

### 6. Consent Items

#### 6.1. Financial Statement

- January 15, 2021

#### 6.2. Public Relations Report

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

#### 6.3. Media Items

- *Library Digital Programming Newsletter*, January 2021
- *City Hall News*, December 2020 / January 2021

Moved by H. Cooper

Seconded by B. Beck

21:003 That Consent Items 6.1 to 6.4 be received for information purposes.

CARRIED

### 7. Discussion Items

#### 7.1. Library Operations During the State of Emergency

The Director of Library Services reported to the Board on services and operations during the State of Emergency. The library will continue with

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contactless curbside pick-up for library materials and print services. Only staff engaged in curbside activities will work on-site; other staff will work remotely. Digital programming including virtual class visits are planned. The Library's *Safety Plan* is complete and available for review by staff and the public. Councillor Bagu extended his appreciation to library staff for their efforts to continue to elevate library services despite the restrictions posed by the pandemic.

### 7.2. Closed Session

Moved by H. Cooper  
Seconded by B. Ingram

- 21:004 That the Board do now move into closed session for reasons permitted under the Public Libraries Act re: discussion of matters about an identifiable individual at approximately 6:33 p.m.

CARRIED

Moved by B. Ingram  
Seconded by H. Cooper

- 21:005 That the Board do now rise from closed session with report at approximately 6:41 p.m.

CARRIED

### 7.3. Canada Emergency Wage Subsidy (CEWS)

Bryan Boles, Treasurer, presented a verbal report to the Board. Discussion followed, with the Board requesting further information at the next meeting.

## 8. Decision Items

### 8.1. Policy Review

#### 8.1.1. *Tangible Capital Asset Policy*

Moved by C. MacMillan  
Seconded by J. Frenette

- 21:006 That the Port Colborne Public Library Board adopts the City of Port Colborne *Tangible Capital Asset Policy* as presented.

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### 9. Board Members' Items

Nil.

### 10. Notices of Motion

Nil.

### 11. Date of the Next Meeting

The Chair will confirm the next meeting date and the Director of Library Services will send notification to the Board.

### 12. Adjournment

Moved by A. Kennerly  
Seconded by H. Cooper

21:0007 That the meeting be adjourned at approximately 8:01 p.m.  
CARRIED

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Michael Cooper  
Board Chair  
February 2, 2021

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Susan Therrien  
Director of Library Services  
Board Secretary  
February 2, 2021