

Port Colborne Public Library Board

MINUTES of the Fourth Regular Meeting of 2022

Date: Wednesday, April 6, 2022
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

Members Present: B. Ingram, Vice-Chair
M. Bagu, Councillor
B. Beck
V. Catton
H. Cooper
J. Frenette
A. Kennerly
C. MacMillan

Regrets: M. Cooper, Chair
B. Boles, Board Treasurer

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

1. Call to Order

In the absence of the Chair, Vice-Chair B. Ingram called the meeting to order at approximately 6:17 p.m.

2. Declaration of Conflict of Interest

3. Adoption of the Agenda

Moved by A. Kennerly
Seconded by H. Cooper

That the agenda dated April 6, 2022 be adopted, as amended.

Carried

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4. Approval of Minutes

Moved by J. Frenette
Seconded by H. Cooper

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

Carried

5. Business Arising from the Minutes

6. Consent Items

6.1. Circulation Reports

- January 2022 Circulation Report
- January 2022 Digital Programming Report
- January 2022 LiNC Transits Report
- February 2022 Circulation Report
- February 2022 Digital Programming Report
- February 2022 LiNC Transits Report

6.2. Financial Statement

- March 30, 2022

6.3. Public Relations Report

Librarian R. Tkachuk reported on programming during March 2022.

6.4. Media Items

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

Moved by C. MacMillan
Seconded by J. Frenette

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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

The Director reported that effective April 4, 2022, masks will no longer be required for staff in most situations. The exception to this is when a distance of six feet cannot be maintained. Staff will be required to wear a mask when working at the circulation desk where, due to shared tasks and workflows, safe physical distancing cannot be maintained. The Board supported the Director's managerial discretion in identifying and responding to these situations.

7.1.2. Upcoming Elections

In compliance with legislation requiring the Board to review its election policy before May 1st in a regular election year, the Board reviewed policy *OP-10: The Library and Political Elections*. This policy establishes rules and procedures with respect to the use of municipal or board resources during an election campaign period.

The Director reported on a meeting with Diana Vasu (Elections Coordinator, City of Port Colborne) to determine how the library can support the City. Proposed actions include: setting up a dedicated public computer for citizens to check if they are registered to vote; making information materials available in print and on the library's website and social media; and, investigating the possibility of setting up a digital or in-person workshop event.

7.1.3. Capital Projects Update

The Board reviewed the progress of the 2022 capital projects.

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7.1.4. OTF Resilient Communities Fund Project Update

On March 25, 2022, the library held a recognition event to celebrate the completion of the Ontario Trillium Foundation Resilient Communities Fund grant project. In attendance were Mike Haines (on behalf of Jeff Burch, MPP for Niagara Centre Riding), Ted Hessels (OTF Grant Review Team member), Councillor Mark Bagu, Scott Luey (CAO), Mike Cooper (Board Chair), members of City Council, City of Port Colborne staff members, Port Colborne Public Library Board members, Library staff, contractors, and members of the public.

7.2. Strategic Planning

The Board will meet on Saturday, April 9, 2022, for a planning session to renew its Strategic Plan. In preparation, the Board reviewed accomplishments made under its current Strategic Plan, and reviewed the City's Strategic Pillars. Discussion at the upcoming strategic planning session will focus on how the library's goals can be aligned with the City's pillars to help support the City's vision and mission.

8. Decision Items

8.1. Policy Review

8.1.1. OP-10: The Library and Political Elections

8.1.2. HR-04: Statement of Intellectual Freedom

8.1.3. CFLA Position on Protest and Disagreement related to Collections, Programs and Speakers in Libraries

Moved by A. Kennerly

Seconded by H. Cooper

That policies 8.1.1 to 8.1.2 be approved, as presented.

Carried

Moved by C. MacMillan

Seconded by V. Catton

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That the Board endorses the *CFLA Position on Protest and Disagreement related to Collection, Programs and Speakers in Libraries*, and that it be added as an appendix to *Statement of Intellectual Freedom* (HR-04).

Carried

9. Other Business

10. Notices of Motion

11. Date of the Next Meeting

Wednesday, June 1, 2022 at 6:15 p.m. via Microsoft Teams

12. Adjournment

Moved by A. Kennerly

Seconded by J. Fremette

That the meeting be adjourned at approximately 7:30 p.m.

Carried.

Michael Cooper
Board Chair
June 1, 2022

Susan Therrien
Director of Library Services
Board Secretary
June 1, 2022