

Port Colborne Public Library Board

MINUTES of the Second Regular Board Meeting of 2021

Tuesday, February 2, 2021, 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 J. Frenette

21:007 That the agenda be adopted as circulated.

CARRIED

4. Approval of the Minutes of the Previous Meeting

Moved by B. Beck

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Seconded by B. Ingram

21:008 That the minutes of the January 18, 2021 meeting be adopted as circulated.

CARRIED

5. Business Arising from the Minutes

Nil.

6. Consent Items

6.1. Financial Statement

- January 28, 2021

6.2. Public Relations Report

- Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources and social media during January 2021.

6.3. Media Items

- *Library Digital Programming Newsletter*, February 2021
- *City Hall News*, February 2021

Moved by B. Ingram

Seconded by A. Kennerly

21:009 That Consent Items 6.1 to 6.4 be received for information purposes.

CARRIED

7. Discussion Items

7.1. SOLS and OLS-N: Board Governance and Board Assemblies Representation

Moved by A. Kennerly

Seconded by B. Ingram

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21:010 That the Board appoints C. MacMillan as Board Assembly Representative for the Port Colborne Public Library.

CARRIED

7.2. Director's Report

a. COVID-19 Update

The Director reported that the City's Emergency Control Group (ECG) reviewed the Library's COVID-19 Safety Plan. During the current lockdown, library staff must conduct their work remotely, with limited exception where the nature of their work requires them to be on-site at the workplace. The library is permitted to be open for contactless curbside delivery and pick-up. The library will continue to ensure that circulating materials returned to the library are disinfected, or quarantined for 96 hours before they are recirculated; and, that contact information is recorded.

b. Libraries in Niagara Cooperative (LiNC)

Reciprocal borrowing began January 6, 2021. The library is participating in other resource-sharing opportunities including the shared purchasing and maintenance of two floating collections (large print and audiobooks).

c. Financial

The library is working with City staff to implement wireless debit/credit payment options for patrons.

d. Diversity and Inclusion

- The Director of Library Services will take part in the City's Diversity and Inclusion Committee.
- February is Black History Month in Canada. The library is celebrating with new books, window displays, and online media content.

e. Patron Feedback

The Board reviewed comments received from library patrons expressing their

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appreciation of continued library services during the pandemic and to acknowledge the excellent customer service provided by library staff.

f. Strategic Plan Updates

The Board reviewed a report presented by the Director updating the progress of the Strategic Plan.

Moved by C. MacMillan

Seconded by J. Frenette

21:011 That the Port Colborne Public Library Board receives the Director's Report for information purposes.

CARRIED

8. Decision Items

8.1. Policy Review and 2021 Policy Review Schedule

8.1.1. Human Resources and Management (HR-01)

8.1.2. Health and Safety of Staff (HR-02)

8.1.3. Prevention of Workplace Violence (HR-03)

8.1.4. Health and Safety Policy Statement (HR-08)

Moved by V. Catton

Seconded by A. Kennerly

21:012 That the Port Colborne Public Library Board approves policies 8.1.1 to 8.1.4 as presented.

CARRIED

9. Board Members' Items

Nil.

10. Notices of Motion

Nil.

11. Date of the Next Meeting

- Special Meeting on February 9, 2021
- Third Regular Meeting on March 2, 2021

12. Adjournment

Moved by A. Kennerly

Seconded by B. Ingram

21:013 That the meeting be adjourned at approximately 7:20 p.m.

CARRIED

Michael Cooper
Board Chair
March 2, 2021

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