

Port Colborne Public Library Board

MINUTES of the Sixth Regular Meeting of 2022

Date: Wednesday, July 20, 2022
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

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

Staff Present: S. Luey, Chief Executive Officer
B. Boles, Board Treasurer
S. Therrien, Director of Library Services (Board Secretary)
R. Tkachuk, Librarian

1. Call to Order

The Chair called the meeting to order at approximately 6:18 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Moved by B. Ingram
Seconded by C. MacMillan

That the agenda dated July 20, 2022 be adopted, as circulated.

Carried.

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5. Approval of Minutes

Moved by A. Kennerly
Seconded by J. Frenette

That the minutes of the regular meeting dated June 1, 2022 be approved, as circulated.

Carried.

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- May 2022 Circulation Report
- May 2022 LiNC Transits Report

7.2. Financial Statement

- July 13, 2022

7.3. Public Relations Report

Librarian R. Tkachuk reported on programming during June 2022.

7.4. Media Items

- Port Colborne Public Library Digital Newsletter, June/Summer 2022
- Port Colborne Public Library Digital Newsletter, July 2022
- City Hall News, July 2022

Moved by B. Ingram
Seconded by C. MacMillan

That consent items 7.1 to 7.4 be received for information purposes.

Carried.

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8. Discussion Items

8.1. 2021 Financial Statements (B. Boles)

Moved by B. Ingram

Seconded by B. Beck

That the Port Colborne Public Board approves the auditors' 2021 Financial Statements, as presented.

Carried.

Moved by A. Kennerly

Seconded by C. MacMillan

- a. That the Board approves the transfer of \$7,190.00 from the Stabilization Reserve to the 2021 Operating Budget; and,
- b. That the Board approves the transfer of \$14,807.00 of unallocated capital funding to the Capital Reserve.

Carried.

8.2. 2023 Draft Capital Budget (S. Therrien and B. Boles)

Moved by H. Cooper

Seconded by C. MacMillan

That the revised draft 2023 Capital Budget and Five-Year Capital Plan be approved, as presented.

Carried.

8.3. 2023 Draft Operating Budget (S. Therrien and B. Boles)

The Director reported that some operating cost estimates were not yet available. The draft 2023 Operating Budget will be presented at the August 3, 2022 meeting for the Board to review and in time to meet the City's budget submission deadlines.

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8.4. Strategic Plan (S. Therrien)

The Board reviewed the draft Strategic Plan and approved the revisions. The Strategic Plan will be formatted and ready to present to Council in September.

Moved by V. Catton

Seconded by B. Ingram

That the 2023-2027 Port Colborne Public Library Strategic Plan be approved, as presented.

Carried.

8.5. Director's Report (S. Therrien)

8.5.1. Covid-19 Update

On June 30, 2022, the City's Emergency Control Group (ECG) paused its internal recovery framework. Both the City and the Library returned to normal operations. Masking requirements are no longer in place in both indoor and outdoor workplaces. The return-to-normal means that the Library will resume normal operating hours and restart in-person programming. All other services were already in effect.

8.5.2. Incidents

The Library has experienced a rise in the number and frequency of drug-related incidents on library grounds. This includes incidents with persons injecting drugs and with the clean-up and disposal of needles and other paraphernalia. The Director has met with police for assistance and requested refresher Sharps training for library staff.

8.5.3. Elevator

The Director reported on the increased frequency of elevator repairs and associated costs over the past year. The elevator has been identified as a 2023 capital project for safety and for maintenance.

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8.5.4. Author Talk

The Library will host an author talk featuring local author Sara de Waard on Wednesday, August 10, 2022 at 6:15 p.m. This free event will be held at the L.R. Wilson Research Archives. De Waard will discuss her award-winning debut novel *White Lies*. Copies of the book will be available for sale.

8.5.5. Materials Challenges

The Board reviewed a memo issued by the Canadian Federation of Library Associations (CFLA) concerning a document being circulated to public libraries entitled *Notice of Personal Liability Facilitating in Exposure of Minors to Sexually Explicit Materials, Performers, Activities and/or Event*. The CFLA memo provides background information regarding the *Notice* and includes a recommended response for libraries that have “been served” with the *Notice*. CFLA states that the *Notice* has “...no legal value with regards to its claims of the recipient breaking the law...[and]... does not replace processes that the library already has in place...”

The Board has a Collection Development Policy (OP-04) which includes a materials challenge form, and a Statement of Intellectual Freedom Policy (FN-04). The Director forwarded the email from CFLA and the attached memo to the City Clerk for reference.

8.5.6. Staff Updates

The Board welcomes part-time Librarian Assistant Jiya Jimmy, and full-time Assistant Librarian Amanda Emery to the Port Colborne Public Library team.

8.5.7. Staff Development

All full-time library staff completed online training in incident notetaking provided by Trident Security. The training was organized by Sherry Hanson, Manager of By-Law Services and offered to the library team.

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8.5.8. Self-Generated Revenue

The Director reported that with the return of patrons and visitors to the library, there has been an increase in self-generated revenue. Print services and book sale revenues have seen the greatest increases.

8.5.9. Magazine Display Rack

The Library received a magazine rack donated by McKay Public School. It is situated at the front entrance of the library and increases ease of access to print periodicals for library patrons.

8.5.10. King Street Garden

The front garden has been redesigned and planted with a variety of perennials. The Board recognized the efforts of City Gardener Dave Sabo for his vision and hard work to create a beautiful and welcoming entrance to the library.

8.5.11. Deckhands Report

The Library was featured in the July edition of the City's monthly Deckhands Report. CEO Scott Luey reported on his continued efforts to promote library services to employees citywide in the newsletter.

8.6. Capital Projects Update (S. Therrien)

The Board reviewed the progress of the 2022 capital projects and revised timelines. Completion dates depend upon supplies and contractor availability due to COVID, but projects are on track as planned.

The Director confirmed that with the assistance of the City's Information Technology Department, the Connectivity and Phones Solutions capital project will come under budget. The next phase to upgrade connectivity will take place on September 9, 2022. The library will be closed to the public on that date, with staff scheduled for staff development.

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9. Decision Items

10. Other Business

Board Chair M. Cooper reported that he joined the City's Senior Advisory Committee and attended his first meeting on July 19, 2022. He hopes to engage the library in senior-themed opportunities, programs and services, and to attract new users.

11. Notices of Motion

12. Date of the Next Meeting

The next meeting will be held Wednesday, August 3, 2022 at 6:15 p.m. via Microsoft Teams.

13. Adjournment

Moved by C. MacMillan
Seconded by H. Cooper

That the meeting be adjourned at approximately 7:29 p.m.

Carried.

Michael Cooper
Board Chair
August 3, 2022

Susan Therrien
Director of Library Services
Board Secretary
August 3, 2022