

Port Colborne Public Library Board

MINUTES of the Seventh Regular Meeting of 2022

Date: Wednesday, August 3, 2022
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

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

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

Regrets: B. Beck
S. Luey, Chief Executive Officer

1. Call to Order

The Chair called the meeting to order at approximately 6:23 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Moved by A. Kennerly
Seconded by C. MacMillan

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That the agenda dated August 3, 2022 be adopted, as circulated.

Carried.

5. Approval of Minutes

Moved by J. Frenette

Seconded by V. Catton

That the minutes of the regular meeting dated July 20, 2022 be approved, as circulated.

Carried.

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- June 2022 Circulation Report
- June 2022 LiNC Transits Report
- 2nd Quarter 2022 Circulation Report
- 2nd Quarter 2022 LiNC Transits Report

7.2. Financial Statement

- July 28, 2022

7.3. Media Items

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

Moved by H. Cooper

Seconded by V. Catton

That consent items 7.1 to 7.3 be received for information purposes.

Carried.

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8. Discussion Items

8.1. 2023 Draft Operating Budget (B. Boles, S. Therrien)

The Board reviewed the draft 2023 Operating Budget and discussed the library's staffing needs.

Moved by A. Kennerly

Seconded by C. MacMillan

- a. That the Port Colborne Public Board approves the draft 2023 operating budget, as presented.
- b. That the Port Colborne Public Library Board directs the Director of Library Services to work with Human Resources to enlist a consultant to review and make recommendations regarding the library's staffing needs.

Carried.

8.2. Board Succession Planning and the Upcoming New Term (S. Therrien)

The Board reviewed the actions outlined in GOV-10: Board Succession Planning Policy. The Director will consult with the City Clerk and report to the Board at the September 2022 meeting regarding the timeline for applications and Board appointments.

9. Decision Items

9.1. Policy Review

9.1.1. OP-17: Records and Retention Schedule

9.1.2. FN-05: Land Acknowledgement Statement

Moved by C. MacMillan

Seconded by V. Catton

That policies 9.1.1 and 9.1.2 be approved, as presented.

Carried.

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10. Other Business

11. Notices of Motion

12. Date of the Next Meeting

The next meeting will be held Wednesday, September 7, 2022 at 6:15 p.m. via Microsoft Teams.

13. Adjournment

Moved by C. MacMillan
Seconded by A. Kennerly

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

Carried.

Michael Cooper
Board Chair
October 5, 2022

Susan Therrien
Director of Library Services
Board Secretary
October 5, 2022