

Port Colborne Public Library Board

MINUTES of the Fourth Regular Board Meeting of 2021

Tuesday, April 6, 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
Ann Kennerly
Cheryl MacMillan
Scott Luey (CEO)
Susan Therrien (Director of Library Services/Board Secretary)

Regrets:

Jeanette Frenette
Bryan Boles (Treasurer)

1. Call to Order

The Chair called the meeting to order at 6:22 p.m.

2. Declaration of Conflict of Interest

Nil.

3. Adoption of the Agenda

Moved by A. Kennerly

Seconded by V. Catton

21:025 That the agenda be adopted as circulated.

CARRIED

4. Approval of the Minutes of the March 2, 2021 Regular Board Meeting

Moved by H. Cooper

Seconded by B. Beck

21:026 That the minutes of the 3rd Regular Board Meeting of March 2, 2021 be adopted as circulated.

CARRIED

5. Business Arising from the Minutes

Nil.

6. Consent Items

6.1. Circulation Report

- February 2021
- February 2021 Digital Programming
- February 2021 LiNC Transits

6.2. Financial Statement

- April 1, 2021

6.3. Media Items

- Library Digital Programming Newsletter, April 2021
- City Hall News, April 2021

6.4. Director's Report

a. Digital Screening

Effective March 29, 2021, the Library implemented new digital self-screening protocols for employees. Digital screening for visitors and contractors will also be available.

b. Province-Wide Shutdown

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During the province-wide shutdown, the Library will provide contactless curbside pick-up service for library materials, take-and-make crafts, and print services. No in-person programming, meetings, or public computer access will be available. Digital programming will be available. All accessed and returned materials will be quarantined or disinfected before being re-circulated. The book drop will remain open 24/7 and fines waived

c. **Funding Opportunities**

The Director reported on funding opportunities including: legacy funding from the Port Colborne Lioness Club; a joint submission with the Libraries in Niagara Cooperative (LiNC) for a Niagara Prosperity Initiative (NPI) grant to acquire lendable technology; and, a donation of tablets from the Fort Erie Rotary Club. The OTF Resilient Communities Fund grant application is under review.

d. **Free Income Tax Clinics**

The library is a host organization for the Canada Revenue Agency's Community Volunteer Income Tax Program (CVITP). Tax preparation will be available through contactless curbside drop-off and pick-up.

e. **Niagara Regional Broadband Network (NRBN)**

The Director is working with the Treasurer and City IT staff to investigate the possibility of moving to NRBN Fibre for data and voice services.

f. **Staff Development**

The Director reported on upcoming virtual training opportunities for library staff.

Moved by H. Cooper

Seconded by C. MacMillan

21:027 That Consent Items 6.1 to 6.4 be received for information purposes.

CARRIED

7. **Discussion Items**

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7.1. Challenged Books

The Director reported that the challenged Dr. Seuss books owned by the library have not been removed from the collection. The Board affirmed the library's collection policy that states that the presence of an item in the collection does not indicate an endorsement of its contents, but rather is an affirmation of the principle of intellectual freedom as embodied in the *Canadian Library Association Statement on Intellectual Rights of the Individual*.

7.2. Library Facility: Building Condition Assessment and Designated Substance Report

The Board reviewed a proposal and quote received from Mason Thomas, City of Port Colborne Facilities Supervisor.

Moved by V. Catton
Seconded by B. Beck

21:028 That the Board approves the quote received and that the City Facilities Supervisor proceed with the Building Condition Assessment and Designated Substances Report for the Library facility.

CARRIED

7.3. Collective Agreement

The CEO reported on the ratification of the collective agreement.

7.4. Union Library

The Director presented a report on union libraries under the *Public Libraries Act*. The Chair called a special meeting to continue the discussion.

Moved by V. Catton
Seconded by B. Beck

21:029 That the Director provide further information to the Board; and,
That the Chair call a special meeting on May 11, 2021 to continue discussion.

CARRIED

8. Board Members' Items

Nil.

9. Notices of Motion

Nil.

10. Date of the Next Meetings

- 5th Regular Board Meeting on Tuesday, May 4, 2021
- Special Meeting on Tuesday, May 11, 2021

11. Adjournment

Moved by B. Ingram

Seconded by H. Cooper

21:030 That the meeting be adjourned at approximately 8:02 p.m.

CARRIED

Michael Cooper
Board Chair
May 4, 2021

Susan Therrien
Director of Library Services
Board Secretary
May 4, 2021