

## Port Colborne Public Library Board

### MINUTES of the Ninth Regular Meeting of 2022

**Date:** Wednesday, November 2, 2022  
**Time:** 6:15 p.m.  
**Location:** Port Colborne Public Library, Auditorium  
310 King Street, Port Colborne; and,  
Virtual attendance via Microsoft Teams

**Members Present:** M. Cooper, Chair  
M. Bagu, Councillor  
B. Beck  
B. Ingram, Vice-Chair (attended via Microsoft Teams)  
V. Catton  
H. Cooper  
J. Frenette  
C. MacMillan

**Staff Present:** S. Therrien, Director of Library Services (Board Secretary)

**Regrets:** A. Kennerly  
B. Boles, Board Treasurer  
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 H. Cooper  
Seconded by V. Catton

That the agenda dated November 2, 2022 be adopted, as circulated.

Carried.

**5. Approval of Minutes**

Moved by C. MacMillan  
Seconded by J. Frenette

That the minutes of the regular meeting dated October 3, 2022 be approved, as circulated.

Carried.

**6. Business Arising from the Minutes**

**7. Consent Items**

**7.1. Circulation Reports**

- August 2022 Circulation Report
- August 2022 LiNC Transits Report
- September Circulation Report
- September 2022 LiNC Transits Report
- 3<sup>rd</sup> Quarter Transit Report

**7.2. Financial Statement**

- October 5, 2022

**7.3. Public Relations Report**

Librarian R. Tkachuk reported on programming during October 2022.

**7.4. Media Items**

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

Moved by J. Frenette  
Seconded by H. Cooper

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

Carried.

### **8. Discussion Items**

#### **8.1. Director's Report: Capital Projects Update (S. Therrien)**

##### **a. Connectivity and Phones Solutions Project**

Fibre has been installed and equipment has arrived. Installation and networking were completed on October 13, 2022. Final equipment setup will be completed in November 2022. The phones project is scheduled to be completed in February 2023. Funding for the phones will be covered under the Municipal Modernization Program.

##### **b. Window Seal Remediation Project**

The project was completed on October 28, 2022.

##### **c. Accessible Doors**

The Director applied for an Enabling Accessibility Fund grant to help cover the cost of the accessible doors project. Eligible funding is \$18,042.67. If funding is received, the project cannot start until March 1, 2023.

##### **d. King Street Sign Replacement**

The project is in progress and is estimated to be completed in December 2022.

##### **e. Generator**

The project is in progress and is estimated to be completed in December 2022.

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### **8.2. 2018-2022 Strategic Plan (S. Therrien)**

The Board reviewed the accomplishments and goals met in the 2018-2022 Strategic Plan.

### **8.3. Legacy Document (S. Therrien)**

The Board completed its Legacy Document for the incoming board. The Director will forward the document to Council. The Legacy Document will be included in the new Board's orientation package.

### **8.4. Board Evaluation (S. Therrien)**

The Board completed its annual evaluation.

## **9. Confidential Items**

### **9.1. Motion to go into Closed Session (1 item)**

Moved by H. Cooper

Seconded by B. Beck

That the Board do now proceed into closed session in order to address the following matter:

Board-CEO Relationship, concerning the performance review of the Chief Executive Officer, pursuant to reasons permitted under the Public Libraries Act and the Municipal Act, 2001, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal and local board employees, at about 7:23 p.m.

Carried.

Moved by H. Cooper

Seconded by B. Ingram

That the Board do now rise from closed session with report at approximately 7:43 p.m.

Carried.

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### **10. Other Business**

### **11. Notices of Motion**

### **12. Date of the Next Meeting**

The date of the next meeting is to be determined.

### **13. Adjournment**

Moved by J. Frenette

Seconded by C. MacMillan

That the meeting be adjourned at approximately 7:52 p.m.

Carried.

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Michael Cooper  
Board Chair  
January 11, 2023

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Susan Therrien  
Director of Library Services  
Board Secretary  
January 11, 2023