

Port Colborne Public Library Board

INAUGURAL MEETING MINUTES

The first regular meeting of the Port Colborne Public Library Board

Date: Wednesday, January 11, 2023
Time: 6:15 p.m.
Location: L.R. Wilson Heritage Archives
286 King Street, Port Colborne; and,
Virtual attendance via Microsoft Teams

Members Present: Michael Cooper, Chair
Bryan Ingram, Vice-Chair
Mark Bagu, Councillor
Brian Beck
Margaret Booth
Harmony Cooper
Angie Desmarais (attended via Microsoft Teams)
Cheryl MacMillan
Emmy Tanini

Staff Present: Scott Luey, Chief Executive Officer
Susan Therrien, Director of Library Services (Board Secretary)
Rachel Tkachuk, Librarian

Regrets: Bryan Boles, Board Treasurer

INTRODUCTORY BOARD ORIENTATION

The Board orientation session began at approximately 6:17 p.m. The session included:

- Welcome and introductions
- A presentation on Library Board Roles and Responsibilities (S. Therrien, Director of Library Services)

The orientation session ended at approximately 7:06 p.m.

Orientation will continue at the February 2023 meeting with a session conducted by the the City Clerk and Deputy Clerk.

INAUGURAL MEETING: ELECTIONS

1. Call to Order

Scott Luey, CEO, called the meeting to order at approximately 7:09 p.m and presided over the election of the Chair.

2. Election of the Chair

The CEO called for nominations for the position of Board Chair.

Cheryl MacMillan nominated Harmony Cooper. Harmony Cooper declined the nomination.

Harmony Cooper nominated Michael Cooper. Michael Cooper accepted the nomination.

Margaret Booth nominated Cheryl MacMillan. Cheryl MacMillan declined the nomination.

Margaret Booth nominated Angie Desmarais. Angie Desmarais declined the nomination.

There being no further nominations, the CEO declared nominations closed.

The CEO declared Michael Cooper duly elected by acclamation to the position of Chair for the term of the Board, 2022-2026.

Michael Cooper assumed the chair.

3. Election of Vice-Chair

Michael Cooper, Chair, called for nominations for the position of Vice-Chair.

Harmony Cooper nominated Bryan Ingram. Bryan Ingram accepted the nomination.

There being no further nominations, the Chair declared nominations closed.

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The Chair declared Bryan Ingram duly elected by acclamation to the position of Vice-Chair for the term of the Board, 2022-2026.

4. Voting Delegate to the Federation of Ontario Public Libraries (FOPL)

Voting delegates to the Federation of Ontario Public Libraries are Michael Cooper, Chair, and Susan Therrien, Director of Library Services, for the term of the Board, 2022-2026.

5. Trustee Representative to the Ontario Library Service (OLS) Trustees Council

Cheryl MacMillan will represent the Board at the OLS Trustees Council meetings for the term of the Board, 2022-2026.

6. Chair's Remarks

The Chair welcomed the Board to the new term and expressed his enthusiasm to work with everyone to continue providing excellent library services for the community. The Chair commented on the successes of the 2018- 2022 Board, and the productive relationship that the Board continues to enjoy with City Council and staff.

BUSINESS OF THE FIRST REGULAR MEETING OF 2023

1. Call to Order

The Chair called the meeting to order to conduct its regular business at approximately 7:21 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

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Motion 2023-001

Moved by C. MacMillan

Seconded by H. Cooper

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

Carried.

5. Approval of Minutes

Motion 2023-002

Moved by H. Cooper

Seconded by B. Ingram

That the minutes of the regular meeting dated November 2, 2022 be **APPROVED**, as circulated.

Carried.

6. Business Arising from the Minutes

No business arising.

7. Consent Items

7.1. Circulation Reports

- October 2022 Circulation Report
- November 2022 LiNC Transits Report
- December 2022 LiNC Transits Report
- 2022 4th Quarter LiNC Transits Report
- 2022 Transits: Comparison
- 2022 Transits: Summary

7.2. Financial Statement

- 2022 Library Operating Budget as of January 4, 2023
- 2022 Library Facility Operating Budget as of January 4, 2023

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7.3. Public Relations Report

Librarian R. Tkachuk reported on programming and activities in November and December 2022.

7.4. Media Items

- Port Colborne Public Library Digital Newsletter, January 2023
- City Hall News, December 2022/January 2023

Motion 2023-003

Moved by B. Beck

Seconded by B. Ingram

That consent items 7.1 to 7.4 be **RECEIVED** for information purposes.

Carried.

8. Discussion Items

8.1. 2023 Meeting Dates (S. Therrien)

The Board reviewed the 2023 meeting schedule.

8.2. Legacy Document (S. Therrien)

Moved to the next meeting.

8.3. Board Cycle and 2023-2027 Strategic Plan (S. Therrien)

8.3.1. Four-Year Board Governance Cycle

The Board reviewed the upcoming four-year cycle recommended by Ontario Library Service.

8.3.2. Working Plan: 2023-2027 Strategic Plan

The Board reviewed the planning document for the four-year strategic plan outlining actions for staff to accomplish year-by-year to

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achieve the Board's strategic goals.

8.3.3. 2022 Capital Projects (S. Therrien)

a. Connectivity and Phones Solutions Project

Installation and networking were completed October 13, 2022. Final equipment setup and the phones projects are estimated to be completed in February 2023. Funding for the phones is covered under the Municipal Modernization Program.

b. Window Seal Remediation Project

The project was completed on October 28, 2022.

c. Accessible Doors: King Street Entrance and Auditorium

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 January 2023.

e. Generator

The project will be completed in January 2023.

8.3.4. 2023 Capital Projects (S. Therrien)

The Director reported on the 2023 capital projects approved by Council. None of the 2023 capital projects have been started. The Director will work with City staff to complete the projects.

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9. Decision Items

9.1. Policy Review Schedule

The Board reviewed the policy review schedule. The schedule identifies policies required by legislation and policies to review in 2023.

10. Other Business

Michael Cooper, Board Chair, brought forward a recommendation that the Board review the library's hours of operations.

11. Notices of Motion

12. Date of the Next Meeting

The next meeting will be held Wednesday, March 1, 2023, at 6:00 p.m. at the L.R. Wilson Heritage Archives. Virtual attendance is available via Microsoft Teams.

13. Adjournment

Motion: 2023-004

Moved by B. Ingram

Seconded by C. MacMillan

That the meeting be adjourned at approximately 8:00 p.m.

Carried.

Michael Cooper
Board Chair
February 1, 2023

Susan Therrien
Director of Library Services
Board Secretary
February 1, 2023