

Port Colborne Public Library Board

MINUTES of the Third Regular Meeting of 2023

Date: Wednesday, March 1, 2023
Time: 6:00 p.m.
Location: Auditorium, Port Colborne Public Library
310 King Street, Port Colborne

Members Present: M. Cooper, Chair
B. Ingram, Vice-Chair
M. Bagu, Councillor
B. Beck
M. Booth
H. Cooper
A. Desmarais
C. MacMillan
E. Tanini

Staff Present: S. Luey, Chief Executive Officer
S. Therrien, Director of Library Services (Board Secretary)
B. Boles, Board Treasurer
R. Tkachuk, Librarian
M. Murray, Chief Human Resources Officer, City of Port Colborne

BOARD ORIENTATION

Board orientation and training began at approximately 6:03 p.m., conducted by S. Therrien

The session ended at approximately 6:18 p.m.

1. Call to Order

M. Cooper, Chair, called the meeting to order at approximately 6:19 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Motion 2023-014
Moved by B. Beck
Seconded by B. Ingram

That the agenda dated March 1, 2023 be **ADOPTED**, as circulated.

Carried.

5. Approval of Minutes

Motion 2023-015
Moved by B. Beck
Seconded by A. Desmarais

That the minutes of the regular meeting dated February 1, 2023 be **APPROVED**, as amended.

Carried.

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- January 2023 Circulation Report
- January 2023 Transit Report

7.2. Financial Statements

- 2023 Operating Budget (as of February 22, 2023)

7.3. Staff Reports and Updates

- 2022/2023 Capital Projects Summary

- March Break 2023

7.4. Media Items

- Port Colborne Public Library Digital Newsletter, March 2023
- City Hall News, March 2023

Motion 2023-016

Moved by B. Ingram

Seconded by C. MacMillan

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

Carried.

8. Discussion

8.1. King Street Sign

The Board discussed the completion of the King Street Sign Replacement capital project. Staff will implement a soft launch of the sign using library messaging and will monitor the versatility of the sign. Staff will provide an update to the Board.

9. Policy Review

- 9.1. FN-06: Diversity, Equity, and Inclusion
- 9.2. HR-01: Human Resources Policy and Management
- 9.3. HR-02: Health and Safety of Staff
- 9.4. HR-03: Prevention of Workplace Violence
- 9.5. HR-04: Employee Conduct
- 9.6. HR-05: Accessibility and Staff
- 9.7. HR-08: Health and Safety Policy Statement
- 9.8. HR-11: Electronic Monitoring
- 9.9. HR-12: Workplace Harassment and Discrimination
- 9.10. OP-15: Accessibility in the Library

Motion 2023-017

Moved by A. Desmarais

Seconded by C. MacMillan

That policies 9.1 to 9.10 be **APPROVED**, as amended.

Carried.

10. Confidential Items

Motion to go into Closed Session (4 items)

Motion 2023-018

Moved by H. Cooper

Seconded by B. Ingram

That the Board do now proceed into closed session in order to address the following matters at approximately 6:58 p.m.:

- 10.1. Minutes of the closed session portion of the December 7, 2021 Board meeting.
- 10.2. Minutes of the closed session portion of the November 2, 2022 Board meeting.
- 10.3. Minutes of the closed session portion of the February 1, 2023 Board meeting.
- 10.4. Labour relations or employee negotiations – Culture Services Review, pursuant to Section 16.1(4)(d) of the *Public Libraries Act*, as amended.

Carried.

Motion 2023-021

Moved by C. MacMillan

Seconded by H. Cooper

That the Board do now rise from closed session with report at approximately 7:57 p.m.

Carried.

11. Other Business

12. Notices of Motion

13. Date of the Next Meeting

The next meeting will be held Wednesday, April 5, 2023, at 6:00 p.m. at the Port Colborne Public Library.

14. Adjournment

MOTION 2023-022
Moved by E. Tanini
Seconded by H. Cooper

That the meeting be **ADJOURNED** at approximately 7:58 p.m.

Carried.

Michael Cooper
Board Chair
April 5, 2023

Susan Therrien
Director of Library Services
Board Secretary
April 5, 2023