

## Port Colborne Public Library Board

### MINUTES of the Seventh Regular Meeting of 2023

**Date:** Wednesday, August 2, 2023  
**Time:** 6:00 p.m.  
**Location:** Auditorium, Port Colborne Public Library  
310 King Street, Port Colborne

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

**Staff Present:** S. Therrien, Chief Executive Officer (Secretary-Treasurer)

**Regrets:** H. Cooper

#### **1. Call to Order**

Board Chair M. Cooper called the meeting to order at approximately 6:05 p.m.

#### **2. Land Acknowledgement**

Read by M. Cooper.

#### **3. Declaration of Conflict of Interest**

Nil.

#### **4. Adoption of the Agenda**

Motion: 2023-049

Moved by C. MacMillan

Seconded by A. Desmarais

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That the agenda dated August 2, 2023 be adopted, as circulated.

Carried.

### 5. Approval of Minutes

Motion: 2023-050

Moved by B. Ingram

Seconded by E. Tanini

That the minutes of the regular meeting dated July 5, 2023 be approved, as circulated.

Carried.

### 6. Business Arising from the Minutes

Nil.

### 7. Consent Items

#### 7.1. Circulation Reports

- June 2023 Circulation Report
- June 2023 LiNC Transits Report
- 2<sup>nd</sup> Quarter 2023 Circulation Report
- 2<sup>nd</sup> Quarter 2023 LiNC Transits Report

#### 7.2. Financial Report

- July 25, 2023 Year-to-Date Operating Budget
- July 25, 2023 Year-to-Date Facilities Budget

#### 7.3. Public Relations Report

Report from Librarian R. Tkachuk outlining outreach and program activities in July 2023.

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### 7.4. Media Items

- Port Colborne Public Library *Off the Shelf Newsletter*, August 2023

Motion: 2023-051

Moved by A. Desmarais

Seconded by B. Ingram

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

Carried.

## 8. Discussion

### 8.1. Collective Agreement (S. Therrien)

The Board reviewed the process for ratifying the Collective Agreement.

### 8.2. Organizational Structure (S. Therrien)

The Board reviewed the revised organizational structure.

### 8.3. Capital and Operating Budgets (S. Therrien)

Motion: 2023-052

Moved by B. Ingram

Seconded by C. MacMillan

That the Board requests a shared assistant management employee with the Thorold Public Library Board for the 2024 operating budget, contingent upon the acceptance of a mutually agreeable memorandum of agreement.

Carried.

### 8.4. Board Work Plan (S. Therrien)

The Board discussed establishing standing committees, the Board's working plan, and added a roundtable agenda item to promote further

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discussion of new initiatives. The Chair asked the Board to consider volunteering for opportunities for committee work, and to report back at the September 2023 meeting.

### 8.5. **Memorandum of Understanding (S. Therrien)**

The Board directed the CEO to meet with the City CAO to begin discussion of implementing a memorandum of understanding between the City and the Library. The Chair requested the CEO to provide updates at each meeting.

### 9. **Policy Review**

Nil.

### 10. **Other Business**

Councillor Bagu discussed notice of motion concerning the previous meeting of the Board. Trustee Desmarais stated that she made an error by neglecting to ask for relief for notice of motion, and takes full responsibility for the error.

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

Nil.

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

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

### 13. **Adjournment**

Motion: 2023-053  
Moved by C. MacMillan  
Seconded by B. Ingram

That the meeting be adjourned at approximately 7:23 p.m.

Carried.



## Port Colborne Public Library Board

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Michael Cooper  
Board Chair  
September 6, 2023

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Susan Therrien  
Chief Executive Officer  
(Secretary-Treasurer)  
September 6, 2023