

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, September 6, 2023
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

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

Staff Present: S. Therrien, Chief Executive Officer / Secretary-Treasurer

1. Call to Order

The Chair called the meeting to order at approximately 6:06 p.m.

2. Land Acknowledgement

Board Chair M. Cooper recited the Land Acknowledgement Statement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by A. Desmarais

Seconded by B. Beck

That the agenda dated September 6, 2023 be confirmed, as amended.

Carried

5. Confidential Items

6. Approval of Minutes

The Board moved into closed session at approximately 6:09 p.m.

The Board reconvened into open session at approximately 6:12 p.m.

Moved by B. Ingram

Seconded by A. Desmarais

That the Board move into closed session to approve Item 6.1.

Carried

6.1 Minutes of the Closed Meeting of April 15, 2023

That the closed meeting minutes of April 15, 2023 be approved.

6.2 Minutes of the August 2, 2023 Regular Board Meeting

Moved by M. Booth

Seconded by B. Beck

That the minutes of the August 2, 2023 Board Meeting be approved, as circulated.

Carried

7. Business Arising from the Minutes

Nil.

8. Presentation

Saima Tufail, Interim City Clerk, provided a training session for the Board.

9. Consent Items

Moved by A. Desmarais

Seconded by B. Ingram

That Consent Items 9.1 to 9.3 be approved, as presented.

Carried

9.1 Financial Report

9.2 Public Relations Report

9.3 Media Items

10. Discussion Items

10.1 Verbal Memorandum of Understanding Report

The CEO presented an update on the progress of a Memorandum of Understanding between the Port Colborne Public Library Board and the City of Port Colborne.

10.2 Draft 2024 Library Board Budget

The Board reviewed the 2024 Budget Report, and directed the CEO to submit the report, as amended, including recommendations to Council.

a. Draft 2024 Budget Report

10.3 Committees Terms of Reference

a. Policy Review and Development Committee Terms of Reference

The Board discussed the terms of reference for the Policy Review and Development Committee. A. Desmarais and E. Tanini volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by B. Ingram
Seconded by B. Beck

That the Board approve the terms of reference for the Policy Review and Development Committee, as presented; and

That committee members A. Desmarais and E. Tanini be appointed to serve as committee members.

Carried

b. Advocacy and Fundraising Committee Terms of Reference

The Board discussed the terms of reference for the Advocacy and Fundraising Committee. M. Booth and H. Cooper volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by H. Cooper
Seconded by M. Booth

That the Board approve the terms of reference for the Advocacy and Fundraising Committee, as presented; and

That committee members M. Booth and H. Cooper be appointed to serve as committee members.

Carried

c. CEO Hiring and Transition Committee Terms of Reference

The Board discussed the terms of reference for the CEO Hiring and Transition Committee. B. Ingram and C. MacMillan volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by A. Desmarais
Seconded by B. Beck

That the Board approve the terms of reference for the CEO Hiring and Transition Committee, as presented; and

That committee members B. Ingram and C. MacMillan be appointed to serve as committee members.

Carried

11. Policies

11.1 GOV-13: CEO Succession Planning

Moved by A. Desmarais
Seconded by B. Ingram

That the Board approves policy GOV-13: CEO Succession Planning, as presented.

Carried

12. Confidential Items

13. Motions

14. Notice of Motions

15. Roundtable

15.1 Upcoming Events

S. Therrien reported on upcoming events planned for Canadian Library Month including local author events and a Trivia Night fundraiser.

16. Other Business

17. Next Meeting Date and Adjournment

The next meeting of the Board will be held October 4, 2023, in the auditorium at the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:48 p.m.

Michael Cooper, Chair

Susan Therrien, Director of Library
Services / Board Secretary