



## Port Colborne Public Library Board

### MINUTES of the 4<sup>th</sup> Regular Board Meeting of 2018

Held Tuesday, May 8, 2018, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
310 King St., Port Colborne, ON

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**Present:** Michael Cooper (Chair), Valerie Catton (Vice Chair), Harmony Cooper, Jeanette Frenette, William Higgins, Bryan Ingram, Ann Kennerly Cheryl MacMillan,  
**Staff:** Scott Luey (CEO), Susan Therrien (Director of Library Services), Rachel Tkachuk (Librarian)  
**Regrets:** Councilor John Mayne

1. Michael Cooper, Chair, called the meeting to order.

2. The invocation was read.

3. Mr. Cooper welcomed the Board members.

**4. Approval of the Agenda**

Moved by H. Cooper  
Seconded by A. Kennerly

**18:024 That the agenda be adopted as circulated.**  
CARRIED.

5. Declaration of Conflict of Interest: None

6. Delegations: None

**7. Minutes of the Previous Meeting of Tuesday, April 3, 2018**

Moved by J. Frenette  
Seconded by C. MacMillan

**18:025 That the minutes of the April 3, 2018 meeting be adopted as circulated.**  
CARRIED.

8. Business Arising from the Minutes: None



9. **Agenda Items**

i. Strategic Plan 2018-2022

The Board reviewed and approved the final version of the strategic plan presented by CEO Scott Luey. A copy will be provided to City Council.

Moved by W. Higgins  
Seconded by B. Ingram

**18:026 That the Port Colborne Public Library Strategic Plan 2018-2022 be accepted as presented by CEO Scott Luey.**  
CARRIED.

ii. Cultural Block

Board members from the Library and Museum will form a Joint Advisory Sub-Committee to assist in developing the Cultural Block. Ann Kennerly nominated Michael Cooper and Valerie Catton; Brian Ingram seconded the nominations.

Moved by A. Kennerly  
Seconded by H. Cooper

**18:027 That Valerie Catton and Michael Cooper be named to the Cultural Block Joint Sub-Committee of the Port Colborne Public Library and Port Colborne Marine & Historical Museum Boards.**  
CARRIED.

iii. Use of Corporate Resources for Election Purposes

The Board reviewed and approved the "Library and Political Elections Policy."

Moved by H. Cooper  
Seconded by C. MacMillan

**18:028 That the "Library and Political Elections Policy" be approved and adopted as presented.**  
CARRIED.

iv. PC Lions Outdoor Seating Area: Update

The Dedication Ceremony for the PC Lions Club Gazebo is scheduled for May 27, 2018. A hand-



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crafted wooden sign will be carved by Brian Heaslip, Museum Board Chair, to be affixed to the structure. Exterior lighting will be installed on the north side of the library for added security.

v. Risk Assessment: Updates

Safety mirrors have been installed throughout the library as recommended by the Risk Assessment Report. The Director is waiting for a quote on security cameras and a swipe card entry system.

vi. Shelving, Furniture, and Flooring Projects: Update

As directed by the Board, the Director contacted the Ontario Education Collaborative Marketplace (OECM) to proceed with the purchasing of new furniture and shelving. King Contractors was contacted for a quote to finish the carpeting project.

vii. Accessible Public Washrooms: Update

A quote from Shoalts Engineering was received and accepted for a design of barrier-free renovations for the public washrooms.

Committee Reports: None

### 10. ADMINISTRATIVE BUSINESS

Correspondence: None

#### Public Relations Report

i. Pop-Up Library and Outreach

Librarian Rachel Tkachuk reported on Pop-Up Library outreach and services to local schools and nursing homes.

ii. Healthy Kids Community Challenge: Update

The library will receive \$5610.00 in funding to spend on activities that encourage families to "Power Off and Play." The Seed Library launched on April 21, 2018. A water refill station has been ordered; the installation date is to be determined.



iii. Displays and Art in the Atrium

Student art from Lakeshore Catholic High School was showcased in April. Student art from Port Colborne High School will be on display in May. The front entrance display will promote the Port Colborne Festival of the Arts.

iv. City Hall News, April 2018

Moved by H. Cooper  
Seconded by B. Ingram

**18:029 That the Public Relations report be received for information purposes.  
CARRIED**

Chief Executive Officer's Report: None

Treasurer's Report: None

**Director's Report**

i. Library Staff

The library hired one additional part-time staff member and welcomes Amanda Emery to the position of Librarian Assistant III.

ii. Partnership with John Howard Society of Niagara

Shanen Smith from the John Howard Society of Niagara started her assignment at the Library on May 2, 2018, and will be available only for the month of May unless funding is approved and the program extended for another year. She will connect with library staff to assess needs and coordinate training requested by the Director.

iii. Meetings, Workshops, Training

a. Social Determinants of Health Advisory Committee—Everyone Matters

The meeting included reports on affordable housing and a presentation by Christine Clark-Lafleur, Port Cares, on the *Health Equity 2018 Report*. The findings indicate several areas in which the library can be a positive influence. Library services may include online training/educational opportunities, outreach, and programming to target user groups identified



to be in need of assistance.

b. Age-Friendly Niagara Network

The event was an opportunity to learn more about implementing and sustaining age-friendly action in Niagara, and included a panel discussion regarding education and research into the benefits of having an age-friendly community.

c. Social Media Webinar

The session examined social media accounts of three municipalities of varying populations. Policies and procedures were presented for comparison with representatives from each municipality providing further insight into the advantages of social media engagement.

iv. Photocopier

A new photocopier has been ordered for the administrative level of the library.

v. Wireless Printing

Configuration of wireless printing is now complete with payment for print jobs processed through the existing coin-box system. Print services at the library now include: b&w and colour copying, outgoing faxes, scanning to USB drives, and wireless print.

vi. Health and Safety

a. Sharps Training 2015

Conducted May 2, 2018 for all library staff.

b. Stand-Up Stations at the Information Desk

A stand-up station will be installed at the Information Desk for registering new patrons. The need for this stems from safety concerns regarding the current configuration of the service desk where staff are seated with their backs to the front entrance for extended periods.

c. Sidewalks

Sidewalks and ramps were inspected for uneven surfaces, cracks and potential trip hazards.



- Moved by J. Frenette  
Seconded by A. Kennerly
- 18:030 That the Director of Library Services' report be received for information purposes.**  
CARRIED

**Circulation Report: 1<sup>st</sup> Quarter 2018**

- Moved by W. Higgins  
Seconded by V. Catton
- 18:031 That the Circulation report be received for information purposes.**  
CARRIED

**11) Board Members' Items: None**

**12) Notices of Motion: None**

**13) Date of the Next Meeting**

Tuesday, June 5, 2018, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
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**14) Adjournment**

- MOVED** by A. Kennerly  
Seconded by J. Frenette
- 18:032 That the meeting be adjourned.**  
CARRIED.

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Michael Cooper, Library Board Chair  
June 5, 2018

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Susan Therrien, Secretary  
June 5, 2018