



Port Colborne Public Library Board

MINUTES of the 7th Regular Board Meeting of 2018

Held Tuesday, September 11, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

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

1. Call to Order:

Michael Cooper, Chair, called the meeting to order.

2. Invocation:

The invocation was read.

3. Chairperson's Remarks:

Mr. Cooper announced that because the August 18, 2018 meeting did not have *quorum*, no business was conducted. Those in attendance held a brief discussion. A report on the *Non-Quorum Meeting* was distributed in the Board Package for information purposes only.

4. Approval of the Agenda:

Moved by H. Cooper

Seconded by A. Kennerly

18:047 That the agenda be adopted as circulated.

CARRIED.

5. Declaration of Conflict of Interest:

Nil.

6. Delegations:

Nil.



7. Approval of the Minutes of the Previous Meeting of Tuesday, September 11, 2018:

Moved by J. Frenette
Seconded by H. Cooper

18:048 That the minutes of the September 11, 2018 meeting be adopted as circulated.
CARRIED.

8. Business Arising from the Minutes:

Nil.

9. Agenda Items:

i. 2017 Financial Reports Received from Grant Thornton LLP, Chartered Professional Accountants

Moved by B. Ingram
Seconded by H. Cooper

18:049 That the *2017 Port Colborne Public Library Report to the Board and the Financial Report, Port Colborne Public Library, December 31, 2017* prepared by Grant Thornton LLP, Chartered Professional Accountants be approved; and,

That the *Management Representation Letter* prepared by Peter Senese, Treasurer, on behalf of the Library Board, be approved for distribution to Grant Thornton LLP Chartered Professional Accountants.

CARRIED

ii. Library Board Recruitment and Legacy Document Working Session with CEO Scott Luey

The Board reviewed the "Recruiting New Public Library Board Members Checklist" compiled by the Ontario Library Boards' Association. The Director distributed an *Activity Report* of the Board's term to date to assist in the Legacy Document working session facilitated by CEO Scott Luey. The document will serve as a communique to the future leadership of the Board. The working session will be continued at the October Board meeting

iii. 2019 Port Colborne Public Library Board Draft Operating and Capital Budgets

Moved by J. Frenette



Seconded by B. Ingram

18:050 That the draft 2019 Operating and Capital Budgets be approved as presented.
CARRIED.

iv. Report on Capital Projects

a. PC Lions Gazebo

A new garbage container has been installed in close proximity to the gazebo. The decals are still on order. The Director is working with City staff regarding installation of exterior lighting on the north side of the library.

b. Carpeting, Shelving and Furniture

Installation of carpeting, accessible shelving, and furniture is scheduled to begin October 22, 2018 and will be completed in November. Three rooms will be affected: Adult Fiction, Adult Non-Fiction, and the Children's Room. The library will not have to close to the public during the renovations. Library staff will shift the collections with as little impact to service as possible.

c. LED Retrofit Project

Jim Hupponen, Manager of Engineering & Facility Maintenance, contacted the Director on August 22, 2018 regarding LED lighting retrofits. The work will be completed in October.

d. Cultural Block Security

Pinder's Security Products will be onsite at the Library and Museum on September 26, 2018, to assess wiring requirements for the installation of security cameras.

e. Risk Assessment Security Upgrades

The Director reported that the quote from Pinder's Security Products for the Risk Assessment security upgrades was revised to include restricting elevator access to designated library areas. The Board reviewed the updated quote.

Moved by A. Kennerly
Seconded by V. Catton

18:051 That the revised quote from Pinder's Security Products for the risk security upgrades be approved; and,



Port Colborne Public Library Board

That surplus funds from savings from the photocopier and Cultural Block reserves be used to make up the added cost.

CARRIED

v. **Committee Reports:**

Accessibility Committee (B. Ingram, V. Catton):

Nil.

Cultural Block Sub-Committee (M. Cooper, V. Catton):

V. Catton reported on the inaugural meeting of the committee. The committee will arrange a meeting with consultant Lyn Royce regarding a Master Plan for the Cultural Block.

10. **Administrative Business:**

i. **Correspondence:**

The Board reviewed a letter of complaint received by the Chair.

The Director presented two expressions of appreciation received from library patrons. One was a thank-you card regarding programming delivered by Librarian R. Tkachuk to a children's group visiting the library. The other related to a donation made to the library by a patron appreciative of the excellent customer service by Librarian Assistant K. Lascelles.

Moved by A. Kennerly
Seconded by V. Catton

18:052 That the correspondence be received for information purposes.
CARRIED

ii. **Public Relations Report:**

a. Pop-Up Library and Outreach:

Librarian R. Tkachuk reported on the success of Pop-Up Library and Outreach activities noting that the Farmers' Market and Sherkston Shores are regular destinations. During Pop-Up visits, library staff reach out to under-served areas, register new members, check-out library materials, and promote library resources.

b. Summer Programming:



Port Colborne Public Library Board

Summer 2018 programming and the TD Summer Reading Club have finished. A detailed report on attendance, circulation, program outcomes including expenses and revenues will be presented at the October meeting.

c. *Leisure Guide, Fall 2018:*

The Director noted that the *Leisure Guide* cover features a picture of Librarian R. Tkachuk and that library staff are happy to be showcased by the City in the publication.

Moved by H. Cooper
Seconded by J. Frenette

18:053 That the Public Relations report be received for information purposes.
CARRIED

iii. **Chief Executive Officer's Report:**

Nil.

iv. **Treasurer's Report:**

Nil.

v. **Director's Report:**

a. Staff Development

Training and webinars are ongoing for all library staff throughout the year. In the fall, several staff will take "Customer Service Essentials for Frontline Public Library Staff," a new course offered by the Southern Ontario Library Service.

b. Energy Awareness Reports

The *Energy Awareness Report* for the library facility was included in the Board Package along with an updated report, "Library Electricity Consumption," which contains data for 2017-18. Trends for 2018 indicate a decrease in energy consumption. This decrease is due in part to the new HVAC, internal practices, and the purchasing of higher efficient computers and machines.

c. Volunteer Appreciation

Board members were invited to attend the City of Port Colborne's Volunteer Appreciation Banquet, September 26, 2018.



Port Colborne Public Library Board

d. Charity Breakfast with Niagara Community Foundation

Library staff and Board members were invited to a workshop presented by the Niagara Community Foundation regarding grant opportunities. Confirmed attendees are Board members V. Catton and H. Cooper, and Library staff S. Therrien and R. Tkachuk.

e. Incident Report

The Director reported that shopping carts were being left on library property. Tools from the outdoor bicycle repair station were being used to remove the front wheels of the carts. The carts were then abandoned. The tools are now stored inside the library. A sign will be posted to alert cyclists that the bicycle repair stand tools are still available for use.

f. Health and Safety

All full-time staff attended *Public Access Defibrillation Training*, August 15, 2018, with Port Colborne Fire Department. Staff were familiarized with the new PAD unit installed at the library.

Moved by B. Ingram
Seconded by H. Cooper

18:054 That the Director's report be received for information purposes.
CARRIED

Circulation Report:

Nil.

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, October 16, 2018, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON



14. Adjournment:

Moved by J. Frenette
Seconded by V. Catton

18:055 That the meeting be adjourned.
CARRIED.

Michael Cooper, Library Board Chair

Date