

Port Colborne Public Library Board

MINUTES of the Fourth Regular Meeting of 2023

Date: Wednesday, April 5, 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

1. Call to Order

M. Cooper, Chair, called the meeting to order at approximately 6:01 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Motion: 2023-023
Moved by A. Desmarais
Seconded by C. MacMillan

Port Colborne Public Library Board

That the agenda dated April 5, 2023 be adopted, as circulated.

Carried.

5. Approval of Minutes

Motion: 2023-024

Moved by C. MacMillan

Seconded by E. Tanini

That the minutes of the regular meeting dated March 1, 2023 be approved, as amended.

Carried.

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- February 2023 Circulation Report
- February 2023 Transit Report

7.2. Financial Statements

- 2023 Operating Budget (as of March 30, 2023)

7.3. Media Items

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

Motion: 2023-025

Moved by C. MacMillan

Seconded by M. Booth

That consent items 7.1 to 7.3 be received for information purposes.

Carried.

8. Discussion

8.1. Public Relations Report and March Break 202

Librarian R. Tkachuk presented an update on programs and outreach activities conducted in March 2023. March Break was successful with over 600 children and their families enjoying activities organized by library staff during the week. Activities included traditional arts and crafts, green screen photography, music makerspace, and a community art project.

8.2. Community Ambassador Partnership Program

Librarian R. Tkachuk presented a plan to attract, engage, and expand partnership opportunities. The strategy positions the library as a venue for local support agencies to connect with the public. Agencies can schedule library space to meet and register clients in the library while providing information about their services and resources. The library can provide space for presentations or customize programs for their clients. The plan includes access to an ambassador table, programming opportunities, and promotion.

8.3. OnBoard Trustee Training 2023

The Board reviewed the OnBoard Trustee Training agenda for Niagara area board trustees. The event will be held on April 22, 2023 at the Meridian Centre.

9. Policy Review

- 9.1. OP-03: Code of Conduct (Patron)
- 9.2. HR-06: Employee Recognition of Service
- 9.3. GOV:07: Board Advocacy
- 9.4. GOV:09: Board Evaluation
- 9.5. GOV:11: Library Board Recognition

Motion: 2023-026

Moved by H. Cooper

Seconded by B. Beck

Port Colborne Public Library Board

That policies 9.1 to 9.5 be approved, as presented.

Carried.

10. Confidential Items

Motion to go into Closed Session (2 items)

Motion: 2023-027

Moved by H. Cooper

Seconded by E. Tanini

That the Board do now proceed into closed session in order to address the following matters at approximately 6:39 p.m.:

10.1. Minutes of the closed session portion of the March 1, 2023 Board meeting.

10.2. Labour relations or employee negotiations – Culture Services Review, pursuant to Section 16.1(4)(d) of the *Public Libraries Act*, as amended.

Carried.

Motion: 2023-030

Moved by M. Bagu

Seconded by A. Desmarais

That the Board do now rise from closed session at approximately 7:47 p.m.

Carried.

11. Other Business

12. Notices of Motion

13. Date of the Next Meeting

The next regular meeting will be held Wednesday, May 3, 2023, at 6:00 p.m. at the Port Colborne Public Library.

The Director of Library Services will schedule a special meeting to be held prior to

Port Colborne Public Library Board

the May 3, 2023 meeting, and will send out invitations to the Board.

14. Adjournment

Motion: 2023-031

Moved by M. Bagu

Seconded by B. Beck

That the meeting be adjourned at approximately 7:55 p.m.

Carried.

Michael Cooper
Board Chair
May 3, 2023

Susan Therrien
Director of Library Services
Board Secretary
May 3, 2023