

## Port Colborne Public Library Board

### MINUTES of the Fifth Regular Board Meeting of 2021

**Date:** Tuesday, May 4, 2021  
**Time:** 6:15 p.m.  
**Location:** Virtual Meeting held via Microsoft Teams

**Members Present:** M. Cooper, Chair  
B. Ingram, Vice-Chair  
M. Bagu, Councillor  
B. Beck  
V. Catton  
H. Cooper  
J. Frenette  
A. Kennerly  
C. MacMillan

**Staff Present:** S. Luey, Chief Executive Officer  
S. Therrien, Director of Library Services (Board Secretary)

**Regrets:** B. Boles, Board Treasurer

#### 1. Call to Order

The Chair called the meeting to order at approximately 6:20 p.m.

#### 2. Declaration of Conflict of Interest

#### 3. Adoption of the Agenda

Moved by C. MacMillan  
Seconded by A. Kennerly

21:031 That the agenda dated May 4, 2020 be adopted, as circulated.

Carried

#### **4. Approval of Minutes**

Moved by J. Frenette  
Seconded by B. Beck

21:032 That the minutes of the regular meeting, held April 6, 2021 be approved, as presented.

Carried

#### **5. Business Arising from the Minutes**

#### **6. Consent Items**

##### **6.1. Circulation Reports**

- 6.1.1. March 2021 Circulation Report
- 6.1.2. March 2021 Digital Programming Report
- 6.1.3. March 2021 LiNC Transit Report
- 6.1.4. First Quarter 2021 LiNC Transit Report

##### **6.2. Financial Statement**

- 6.2.1. April 28, 2021

##### **6.3. Public Relations Report**

Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources, and social media during March 2021.

##### **6.4. Media Items**

- 6.4.1. Library Digital Programming Newsletter, May 2021
- 6.4.2. City Hall News, May 2021

Moved by H. Cooper  
Seconded by B. Ingram

21:033 That consent items 6.1 to 6.4 be received for information.

Carried

## **7. Discussion Items**

### **7.1. Strategic Plan and Year 3 of Board Cycle**

The Board discussed strategic and succession planning.

The Director will invite Gary Long, Manager of Strategic Initiatives, to the June meeting to present the City of Port Colborne's new strategic plan. The Director will also invite a consultant from Ontario Library Service (OLS) to the July board meeting to lead a discussion on planning and advocacy.

### **7.2. Director's Report**

#### **7.2.1. COVID-19 Update**

The library is permitted to be open for contactless curbside delivery and pick-up. Curbside service includes pickup of library materials, print services, and take-and-make crafts. Only staff engaged in curbside activities are scheduled to work onsite. All other staff work remotely. The library continues to ensure that circulating materials returned to the library are disinfected, or quarantined before they are recirculated. The library also continues to ensure that contact information is recorded, with all staff and visitors digitally screened prior to entry to the facility. Screening documents are retained according to the retention policy.

#### **7.2.2. Newsletter Distribution**

The library posts the monthly newsletter on the website and on social media platforms (i.e., Twitter, Facebook, Instagram). Library staff is currently working with the website developers to implement online sign-up for users to receive the newsletter by email.

#### **7.2.3. Building Condition Assessment and Designated Substances Survey**

On April 23, 2021, Woods Environmental completed the designated

substances survey. The report is pending.

### 7.2.4. **Libraries in Niagara Cooperative (LiNC) Update**

Library Services Centre (LSC) will provide courier service for LiNC reciprocal borrowing. Deliveries start the week of May 3, 2021, with stops at Port Colborne every Tuesday.

### 7.2.5. **Annual Survey of Libraries**

The Director confirmed submission of the 2020 Annual Survey of Libraries to the Ministry. Completion of the survey is required to receive the annual provincial Public Library Operating Grant (PLOG).

### 7.2.6. **Acorn TV**

The library received notification that Acorn TV will not be available as of May 14, 2021. The vendor is working with Acorn to consider options for renewing the license. Library staff is currently investigating other streaming options, and posted notifications on the website and social media.

### 7.2.7. **Staff Updates**

The Director reported on staff development opportunities. Job description reviews for all C.U.P.E. staff are in progress.

### 7.2.8. **Partnership Opportunity with Contact North Niagara**

Brantford Public Library reached out to the Director for assistance to connect Contact North Niagara Campus with the Port Colborne Public Library. Contact North helps educationally underserved Ontarians in small, rural, remote, Indigenous, and Francophone communities get a degree, diploma, or certificate from Ontario's public colleges and universities, or upgrade their skills via online learning without leaving their communities.

The Director provided library registration information for Contact North Niagara students to support them in their online studies.

### 7.2.9. **Funding Opportunities**

- Niagara Investment in Culture (NIC) - \$6,500 project with the Museum approved ("Digging for Roots: Diversity Garden")

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- Port Colborne Lioness Club Legacy Donation – joint proposal with the Museum is under review
- Niagara Prosperity Initiative (NPI) – joint application with LiNC partner libraries for lendable technology is under review
- Fort Erie Rotary Club – approved the lending of two tablets to the library for patrons who are homebound
- OTF Resilient Communities Fund – \$121,200 grant approved

Moved by C. MacMillan

Seconded by B. Beck

21:034 That the Director's Report be received for information.

Carried

### 7.3. Ontario Trillium Fund: Resilient Communities Fund

The Resilient Communities Fund is a one-time fund to support the non-profit sector recover and rebuild from the impacts emerging from COVID-19 so they can effectively meet the needs of communities across Ontario.

The Ontario Trillium Fund approved a **\$121,200** Resilient Communities Fund grant for the City of Port Colborne. The grant will be used to help the library continue delivery of new and vibrant programs and services post-COVID-19 by renovating and re-equipping the library's public spaces. Projects include improvements to the service desk and public computer workstation areas, and the addition of private and collaborative study areas.

## 8. Decision Items

### 8.1. Policy Review

8.1.1. OP-15: Resource Sharing

8.1.2. OP-06: Programming

8.1.3. BL-01: Statement of Authority and Powers of the Board

8.1.4. BL-02: Composition of the Board and Officers' Terms of Reference

8.1.5. BL-03: Meetings of the Board

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### 8.1.6. BL-04: Amendment of Bylaws

Moved by H. Cooper  
Seconded by B. Ingram

21:035 That the Board approves policies 8.1.1 to 8.1.6, as presented.

Carried

### **9. Board Members' Items**

### **10. Notices of Motion**

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

The sixth regular meeting will be held Tuesday, June 1, 2021 at 6:15 p.m. via Microsoft Teams

### **12. Adjournment**

Moved by J. Frenette  
Seconded by B. Ingram

21:036 That the meeting be adjourned at approximately 7:05 p.m.

Carried

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Michael Cooper  
Board Chair  
June 1, 2021

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Susan Therrien  
Director of Library Services  
Board Secretary  
June 1, 2021