



Port Colborne Public Library Board

MINUTES of the 3rd Regular Board Meeting of 2018

Held Tuesday, April 3, 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, William Higgins, Bryan Ingram, Ann Kennerly Cheryl MacMillan, Councilor John Mayne

Staff: Scott Luey (CEO), Susan Therrien (Director of Library Services), Rachel Tkachuk (Librarian), Italia Reeves (Health and Safety Coordinator)

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 A. Kennerly
Seconded by H. Cooper

18:017 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, February 13, 2018

Moved by J. Frenette
Seconded by V. Catton

18:018 That the minutes of the February 13, 2018 meeting be adopted as circulated.
CARRIED.

8. **Business Arising from the Minutes:** None



9. **Agenda Items**

i. Risk Assessment: Presentation by Italia Reeves, Health and Safety Coordinator

The Health and Safety Coordinator reviewed the recommendations addressed in the Risk Assessment. She presented implementation options for security upgrades (including safety mirrors, cameras, swipe card door entry) and itemized the work done to date.

ii. PC Lions Outdoor Seating Area

The Director reported that the minor variance was approved and the building permit issued. Construction of the shade shelter (gazebo) is set to begin in early April with a completion date of early May. The Groundbreaking Ceremony is scheduled for April 6, 2018, at 12:00 p.m. Exterior lighting will be installed on the north side of the library building for security and safety.

iii. 2018 Budget

City Council approved the following requests from the Library:

- 100 additional hours for part-time staff;
- an additional \$15,000 to be added to the library's 2018 Capital Budget for accessibility and safety projects as highlighted by the Board as priority concerns.

iv. Shelving and Furniture

The Director presented information on the opportunity to purchase shelving and furniture through Ontario Education Collaborative Marketplace (OECM) to assist in procuring quality products efficiently, prudently, and in a timely manner.

Moved by B. Ingram
Seconded by V. Catton

**18:019 That the Board accepts the Director's recommendation to purchase shelving and furniture through the Ontario Education Collaborative Marketplace.
CARRIED.**

v. Building Assessment

Jim Huppunen, Manager of Engineering Services & Facility Maintenance, conducted a walk-through of the library facility to check the library for condition, necessary repairs, and compliance. Mr. Huppunen is the City's Facilities Supervisor and leads the existing Building



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Maintenance Crew. He is responsible for short, medium, and long-term facility planning and capital asset management planning, reporting and budgeting. His assessments will aid in budgeting for future capital improvements and maintenance.

vi. Accessibility

On April 3, 2018, Mark Shoalts, Engineer, visited the library to assess the public washrooms to create a design for accessibility. The design will be for two single-use washrooms, one of which will become fully accessible.

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. The Pop-Up Library is scheduled to visit Sherkston Shores and the City of Port Colborne Farmers' Market starting in May.

ii. Family Day

In cooperation with the City of Port Colborne, the Library organized a series of fun, free activities on the Saturday of the Family Day weekend. More than a dozen families participated.

iii. Freedom To Read Week

The library held a contest during Freedom to Read Week to make patrons more aware about censorship and banned books. A selection of frequently challenged and banned books was on display in the Library Atrium.

iv. March Break

The Library ran 16 programmes with 440 attendees participating throughout the week. The Canadian Federation of University Women sponsored a visit from children's author Tim Beiser.



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The Port Colborne Lions Club sponsored a magic show and a music concert.

v. Income Tax Clinic

The library hosted the annual Volunteer Chartered Professional Accountants Tax Clinic. Three volunteer accountants assisted 26 individuals who qualified for assistance in preparing their income tax forms.

vi. Leisure Guide, Spring/Summer 2018

Moved by H. Cooper
Seconded by C. MacMillan

**18:020 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 will hire one additional part-time staff due to a resignation.

ii. Public Libraries Funding Announcement: "20-Year Funding Freeze for Ontario Public Libraries Ends"

On March 28, 2018, the Ontario Library Association (OLA) issued a news release announcing that the Ontario government has committed funding to strengthen public libraries. The investment includes: \$51 million over three years in annual increases to public library operating funding and, \$28 million over three years to create a provincial Digital Public Library.

iii. Partnership with John Howard Society of Niagara

The John Howard Society of Niagara submitted a proposal on behalf of the Port Colborne, Welland, Pelham, and Thorold public libraries for the Niagara Prosperity Initiative grant for the Strengthening Families for the Future program to provide funding for a social worker to be onsite at the libraries. The current program has been given a one-month extension and will



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allow the social worker the opportunity to work at all four libraries and conduct an introduction and needs assessment at each library before the next session starts.

iv. Youth Job Connection Placement

In collaboration with Port Cares and Youth Job Connection, the library offered a temporary paid job placement for a young person aged 15 to 29. The placement ran from January to March 2018 and was paid through Youth Job Connection. The placement was part of a programme aimed at helping youth who experience barriers to employment gain work experience.

v. Niagara Healthy Kids Community Challenge (NHKCC): "Power Off and Play"

The library submitted its final plans for the Niagara Healthy Kids Community Challenge and committed to the following initiatives: a seed library; "Throwback Summer" events (including a Family Fun Day which will coincide with the 40th Annual Canal Days celebration); a water fill station; a board game collection and other loanable items such as musical instruments to help children unplug from devices.

vi. Fundraising

Two fundraising initiatives have been started. Promotional buttons and USB drives are on sale.

vii. Meetings and Workshops

The Director reported on meetings and workshops attended in February and March 2018. The next Joint Board Orientation for new and returning Board members is tentatively scheduled to be held in April 2019 in West Lincoln.

viii. Health and Safety

- a. Library staff will receive WHIMIS 2015 training in April.

Moved by H. Cooper
Seconded by J. Frenette

18:021 That the Director of Library Services' report be received for information purposes.
CARRIED

Circulation Report: Final Summary for 2017



Moved by J. Mayne
Seconded by H. Cooper

18:022 That the Circulation report be received for information purposes.
CARRIED

11) Board Members' Items

12) Notices of Motion

13) Date of the Next Meeting

Tuesday, May 10, 2018, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

14) Adjournment

MOVED by J. Frenette
Seconded by W. Higgins

18:023 That the meeting be adjourned.
CARRIED.

Library Board Chair

Secretary