



## Port Colborne Public Library Board

### MINUTES

10<sup>th</sup> Regular Board Meeting  
Tuesday, December 12, 2017, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
310 King St., Port Colborne, ON

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**Present:** Valerie Catton (*Vice Chair*), William Higgins, Ann Kennerly, Harmony Cooper, Jeanette Frenette, Cheryl MacMillan

**Staff:** Susan Therrien, Rachel Tkachuk, Stacey Hol

**Regrets:** Michael Cooper (*Chair*), Bryan Ingram, Scott Luey, Councilor John Mayne

1) Vice-Chair Valerie Catton called the meeting to order at 6:15 p.m. and the invocation was read by A. Kennerly.

2) Ms. Catton welcomed the Board members.

**3) Approval of the Agenda**

Moved by W. Higgins,

Seconded by A. Kennerly,

**That the agenda be adopted as circulated.**

CARRIED.

**4) Declaration of Conflict of Interest**

None.

**5) Delegations**

None.

**6) Minutes of the Previous Meeting of Tuesday, November 7, 2017**

Moved by A. Kennerly,

Seconded by C. MacMillan,

**That the minutes of the November 7, 2017 meeting be adopted as circulated.**

CARRIED.



**7) Business Arising from the Minutes**

None.

**8) Agenda Items**

**i. Strategic Plan**

Board members reviewed the *Strategic Planning Meeting* held December 9, 2017.

**ii. PC Lions Outdoor Seating Area**

Sealed bids for the project were opened on December 4, 2017. The Director has arranged to meet with City staff to discuss options. The Director reported that the Port Colborne Lions Club Lions donated \$1000.00 to be used toward family programming in 2018.

**iii. Annual Report**

The upcoming Annual Report will be published in pamphlet form for distribution.

**Committee Reports**

None.

**10) ADMINISTRATIVE BUSINESS**

**Correspondence**

None.

**Public Relations Report**

**i. Pop Up Library**

Librarian Rachel Tkachuk reported on implementation of the Pop Up Library and presented a financial report on costs to date. The soft launch is scheduled on



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December 31, 2017, at the City of Port Colborne's New Year's Eve Family Fun Celebration at the Vale Health & Wellness Centre. Board members were invited to attend.

### ii. Parent Voice Project

Librarian Rachel Tkachuk reported on the library's participation in the Parent Voice Project focus group conducted by the Niagara Community Foundation to assist families with young children in the Niagara Region.

### iii. Highlight Filming

The Board previewed a clip from the City's year-end video compilation featuring the Port Colborne Library with Librarian Rachel Tkachuk and Assistant Librarian Stacey Hol.

### iv. Programming: "Holiday Hits" with Gary Smith

Librarian Rachel Tkachuk reported on the 3<sup>rd</sup> annual holiday music concert.

### v. NCDSB Special Event, December 7, 2017, at Heartland Forest, Nature Centre

Librarian Rachel Tkachuk and Assistant Librarian Christine Tice attended. The event featured presentations by 18 Canadian authors and illustrators.

### Chief Executive Officer's Report

None.

### Treasurer's Report

None.

### Director's Report

#### i. Staff Performance Appraisals

The Director announced that performance appraisals have been completed for both full-time and part-time staff.



**ii. Report on Conferences/Meetings/Workshops**

The Director reported on staff participation in the following:

- a. *Incident/Accident Investigation Workshop*, November 14, 2017, Port Colborne Operations Centre
- b. *Strategic Planning*, Library Staff Meeting November 15, 2017, Port Colborne Public Library

**iii. Canadian Federation of University Women's Sponsorship of March Break Children's Author Presentation**

The Director reported that the CFUW Welland & District will once again sponsor a Canadian children's author to visit the Welland, Pelham, and Port Colborne libraries during March Break. Librarian Rachel Tkachuk will assist in arranging the event.

**iv. Healthy Kids Community Challenge Niagara: Power Off and Play**

The Director reported that the library will participate in a series of collaborative planning sessions in partnership with Niagara's Public Libraries and the Niagara Healthy Kids Community Challenge (NHKCC) Steering Committee. The project seeks to improve the health of kids in Niagara. The Director will attend the first planning session on January 10, 2018. Funding will be available.

Moved by C. MacMillan,  
Seconded by A. Kennerly,

**That the Director's Report be received for information purposes.**

CARRIED.

**Circulation Report**

None.

**11) Board Members' Items**

None.



**12) Notices of Motion**

None.

**13) Date of the Next Meeting**

Tuesday, January 9, 2018, 6:00-7:00 p.m.  
Port Colborne Public Library Auditorium  
310 King St., Port Colborne, ON

**14) Adjournment**

**MOVED** by V. Catton,  
Seconded by W. Higgins,  
**That the meeting be adjourned.**  
CARRIED.