



Port Colborne Public Library Board

MINUTES of the 2nd Regular Board Meeting of 2018

Held Tuesday, February 13, 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, William Higgins, Bryan Ingram, Ann Kennerly, Cheryl MacMillan
Staff: Scott Luey (CEO), Susan Therrien (Director of Library Services), Rachel Tkachuk
Regrets: Jeanette Frenette, Councilor John Mayne

1. Michael Cooper, Chair, called the meeting to order at 6:05 p.m.

2. The invocation was read.

3. Mr. Cooper welcomed the Board members.

4. Approval of the Agenda

Moved by H. Cooper

Seconded by A. Kennerly

**18:009 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, January 9, 2018

Moved by C. MacMillan

Seconded by H. Cooper

**18:010 That the minutes of the January 9, 2018 meeting be adopted as circulated.
CARRIED.**



8. Business Arising from the Minutes

None.

9. Agenda Items

i. Strategic Plan

Library Board CEO Scott Luey presented a draft version of the Strategic Plan. Board members will review the plan and bring comments and suggestions to the next meeting.

Moved by B. Ingram
Seconded by W. Higgins

**18:011 That the draft Strategic Plan be received for information purposes.
CARRIED.**

ii. PC Lions Outdoor Seating Area

The Director updated the Board on the progress of the shade shelter. Construction is scheduled to begin in early April and will be completed in early May.

iii. Fines and Fees Updates

The Director announced that family board games have been added to the collection. The new item will be available for loan to adult borrowers and will circulate for 7 days. The Director asked the Board to approve a fine of \$1.00 per day for late returns.

Moved by W. Higgins
Seconded by H. Cooper

**18:012 That the Port Colborne Public Library Board approve the fine amount of \$1.00 per day for the new item category "board game."
CARRIED.**

iv. Fundraising Items

The Director reported on three new fundraising initiatives: coffee, promotional buttons, and USB flash drives. Pricing options were reviewed and the Board approved coffee to be sold for \$2.00 per cup; buttons for \$2.00; and 2GB USB drives with the City logo for \$7.00.



Moved by B. Ingram
Seconded by A. Kennerly

- 18:013** **That the Port Colborne Public Library Board accepts the three fundraising initiatives as recorded in the minutes for implementation.**
CARRIED.

v. “The Rights of Children and Teens in the Public Library”

The Board reviewed and agreed to adopt and endorse two policies regarding children’s and teen rights in the public library. Further discussion arose concerning ways in which the library can better serve the teen user group.

Moved by A. Kennerly
Seconded by C. MacMillan

- 18:014** **That the Port Colborne Public Library Board adopts and endorses the “Children’s Rights in the Public Library” policy adopted at the Ontario Library Association Annual General Meeting, November 1998, and the “Teen Rights in the Public Library” adopted at the Ontario Library Association general Meeting, June 2010.**
CARRIED.

Committee Reports

None.

10. ADMINISTRATIVE BUSINESS

Correspondence

The Director read a letter of thanks and two Facebook feedback comments received from three library patrons who commended the library for the helpful service received from staff, and for the diversity of the library’s collection.

Public Relations Report

i. Pop-Up Library

Librarian Rachel Tkachuk reported on two Pop-Up library events:



- Bilingual Family Literacy Event, Vale Health and Wellness Centre, Jan. 17, 2018
- Northland Pointe, Feb. 6, 2018

ii. March Break 2018 Flyer

Presented by librarian Rachel Tkachuk.

iii. City Hall News

Presented by librarian Rachel Tkachuk.

iv. March Break 2018

March Break events and programs were presented by librarian Rachel Tkachuk. The Port Colborne Lions Club will sponsor two family events: a magic show and a music concert. The Canadian Federation of University Women will sponsor a visit from a Canadian children's author.

Moved by A. Kennerly
Seconded by W. Higgins

**18:015 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. Bill 148

The Director reported that she met with the City's Human Resources Coordinator and confirmed that the library is in compliance with the new legislation.



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ii. Partnership with John Howard Society

Qingyi (Ken) Su, Chief Librarian of the Welland Public Library, has invited the Port Colborne Public Library and Thorold Public Library to participate in a partnership with the John Howard Society. The Welland and Pelham Public Libraries have already entered into partnership with the John Howard Society of Niagara, funded by a grant from the Niagara Region. There are no budgetary implications for the libraries, only provision of in-kind contributions such as work space, storage space, and Internet access. Funding allows a social worker to be onsite at the libraries to provide free services—by appointment or walk-in—to connect community members with services they may need. The Director will update the Board on the progress of application for this opportunity at the next meeting.

iii. Meeting with MPP Cindy Forster

The Director, Welland Public Library CEO Qingyi Su, and Thorold Public Library Chief Librarian Joanne DeQuadros met with Cindy Forster, MPP, Welland, on January 26, 2018. The meeting was part of the MPP Meeting Campaign for representatives of the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL) to help achieve the following objectives:

- to educate Ministers, MPPs and staff about the importance of libraries for education, poverty reduction, and community economic development;
- to inform Ministers, MPPs and staff about the need for new funding for libraries in Ontario and to seek support and input.

The Director reported that the meeting was very positive. A letter of thanks was sent to Ms. Forster on behalf of the three libraries.

iv. Niagara Healthy Kids Community Challenge

The Director and Librarian Rachel Tkachuk attended the Niagara Healthy Kids Community Challenge (NHKCC) meeting at Niagara Region Headquarters. The goal of the NHKCC is to promote and support healthy living for children. The Port Colborne Public Library has been invited to participate in the fourth theme of the challenge (“Power Off and Play”) and is eligible for funding up to \$5,610.00 to implement pilot programmes that incorporate the theme.

v. Youth Job Connection Placement

The library has partnered with Port Cares to provide a temporary job placement through Youth Job Connection. The placement at the library is for 9-15 hours/week from January 29 to mid-March and will be paid through a grant arranged by the YJC. The YJC aims to help young people



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between the ages of 15 and 29 who face multiple or serious barriers to employment achieve long-term employment and meaningful careers.

vi. Ontario Library Association Super Conference 2018

The Director and Librarian Rachel Tkachuk attended the OLA Super Conference on February 3, 2018, in Toronto. This year's theme was "Fearless by Design."

vii. Microfilm Moved to Archives

The microfilm collection has been moved from the library to the L.R. Wilson Heritage Research Archives and will become part of a shared collection between the Library and Museum. The Archives has more storage space and a new microfilm reader. Genealogical researchers will still be able to make arrangements with the library to access microfilm outside of the Museum's open hours. The library will continue to send and pay for newspapers to be converted to microfilm format, and will maintain bibliographic records in the library's database and an up-to-date inventory.

viii. Shelving and Furniture

The Director is in the process of determining library needs, purchasing priorities, and the scheduling of shelving and furniture projects.

ix. Annual Report

Final data is still unavailable to complete the annual report.

x. Health and Safety

a. Risk Assessment

The Director contacted Italia Reeves, Health and Safety Coordinator, who reported that she is creating a spreadsheet of safety concerns for the City facilities that were assessed by A.C.T. Tactical Inc. in 2017. The final Risk Assessment report was received on January 8, 2018. The Director invited Ms. Reeves to attend the next Board meeting to report in more detail on the assessment.

Moved by B. Ingram
Seconded by A. Kennerly



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- 18:015** **That the Director of Library Services' report be received for information purposes.**
CARRIED

Circulation Report: None

- 11)** Board Members' Items

- 12)** Notices of Motion

- 13)** **Date of the Next Meeting**

Tuesday, April 3, 2018, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

- 14)** **Adjournment**

MOVED by A. Kennerly
Seconded by V. Catton

- 18:016** **That the meeting be adjourned.**
CARRIED.