



Port Colborne Public Library Board

MINUTES of the First Regular Board Meeting of 2018

Held Tuesday, January 9, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

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

Staff: Susan Therrien, Rachel Tkachuk

Regrets: Scott Luey (*CEO*), Councilor John Mayne

i. Michael Cooper, *Chair*, called the meeting to order at 6:15 p.m.

ii. The invocation was read.

iii. Mr. Cooper welcomed the Board members.

iv. Approval of the Agenda

Moved by H. Cooper

Seconded by C. MacMillan

18:001 **That the agenda be adopted as circulated.**
CARRIED.

v. Declaration of Conflict of Interest

None.

vi. Delegations

None.

vii. Minutes of the Previous Meeting of Tuesday, January 9, 2018

Moved by A. Kennerly

Seconded by W. Higgins

18:002 **That the minutes of the January 9, 2018 meeting be adopted as circulated.**
CARRIED.



viii. Business Arising from the Minutes

None.

ix. Agenda Items

i. Strategic Plan

Deferred to the February 2018 Board meeting.

ii. PC Lions Outdoor Seating Area

The Director presented the cost of the shade shelter for the Board to review and approve.

Moved by A. Kennerly
Seconded by V. Catton

18:003 **To approve the purchase of the Port Colborne Lions sponsored shade shelter at the total cost of \$41,825.00 as per the information presented at the January 9, 2018 Port Colborne Public Library Board meeting.**
CARRIED.

Moved by H. Cooper
Seconded by J. Frenette

18:004 **To approve the transfer of the balance of the Port Colborne Lions shade shelter cost from the Donor Plaque Reserve once the final contract is provided and accepted by the Port Colborne Public Library Board.**
CARRIED.

iii. Annual Report

All year-end statistics and financial information is not yet available.

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 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 Once 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. Social Media Accounts

In addition to Facebook, library patrons can now connect with the library using Instagram and Twitter.

iv. December 2017 Programming Highlights

v. News and Events, Winter 2018

vi. March Break 2018

Moved by A. Kennerly
Seconded by W. Higgins

18:005 **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. Seed Library

The Port Colborne Public Library will become a repository of open-pollinated (heirloom) seeds beginning March 2018. Assistant Librarian Jennifer Sider has been assigned to coordinate this project.

ii. Library Makerspace

The Library is expanding its makerspace collection. Projects slated for 2018 include games, a vinyl-to-digital turntable, and a Green Screen for creative projects.

iii. Arts in Medicine: Niagara Passport to Culture

The Library is participating in a pilot programme coordinated by the Walker Family Cancer Centre to link cancer patients directly with the Niagara arts and culture community.

iv. Technology Update

The Director reported on software upgrades and on the purchase of a charging station for public use.

v. Health and Safety

The Director reported on:

- a. Winter Maintenance Log and Checklist
- b. Power Outage Procedures
- c. Incident/Accident Investigation Procedure and Forms
- d. 2017 Risk Assessment



18:006 Moved by H. Cooper
 Seconded by B. Ingram
That the Director of Library Services' report be received for information purposes.
 CARRIED

Circulation Report: *4th Quarterly Report for 2017*

18:007 Moved by B. Ingram
 Seconded by H. Cooper
That the Circulation Report for the 4th Quarter of 2017 be received for information purposes.
 CARRIED

11) Board Members' Items

12) Notices of Motion

13) Date of the Next Meeting

Tuesday, February 13, 2018, 6:00 p.m.
Port Colborne Public Library Auditorium
310 King St., Port Colborne, ON

14) Adjournment

18:008 **MOVED** by C. MacMillan
 Seconded by A. Kennerly
That the meeting be adjourned.
 CARRIED.