



Port Colborne Public Library Board

MINUTES

9th Regular Board Meeting
Tuesday, November 7, 2017, 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, Bryan Ingram, Ann Kennerly,
Councilor John Mayne
Staff: Susan Therrien, Rachel Tkachuk
Regrets: Harmony Cooper, Jeanette Frenette, Scott Luey

- 1) Mr. Cooper called the meeting to order at 6:10 p.m. and the invocation was read by A. Kennerly.
- 2) Mr. Cooper welcomed the Board members and introduced Librarian Rachel Tkachuk to the Board.
- 3) **Approval of the Agenda**

Moved by V. Catton,
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, October 3, 2017**

Moved by Councilor Mayne,



Seconded by C. MacMillan,
That the minutes of the October 3, 2017 meeting be adopted as circulated.
CARRIED.

7) Business Arising from the Minutes

None.

8) Agenda Items

i. Risk Assessment of Library Facility

The Director presented the initial findings and recommendations made by Rob Andrews from A.C.T. Tactical Training Systems, Inc. to make the library building a safer and more secure place for both staff and the public. She reported on actions taken to date. The complete report will follow and will be reviewed in consultation with City staff for further action.

ii. Draft 2018 Capital Budget

Moved by A. Kennerly,
Seconded by C. MacMillan,
That Accessibility and Security be identified as priorities; and, that the capital budget be adjusted to add \$5,000 for Accessibility and \$10,000 for Health and Safety.

Moved by A. Kennerly,
Seconded by V. Catton,
That the Capital Budget be amended for submission to Peter Senese, City Treasurer.

iii. Submission of Annual Survey, PLOG, Grants

The Director reported on the successful completion of the *Annual Survey of Public Libraries* and included a copy of the submission in the Board Package. She also reported on the *Public Library Operating Grant*, the *Internet Connectivity Grant*, and the new *2017-18 Improving Library Digital Services (ILDS) Fund*.



iv. Strategic Planning Session

The Board discussed the upcoming Strategic Planning Session and finalized the meeting date to December 9, 2017.

v. PC Lions Outdoor Seating Area

The Director reported that a Request for Proposals for the project was issued by the City. The bids will be publicly opened after 2:15:00 p.m. local time on Monday, November 20, 2017.

vi. Pop-Up Library

Librarian Rachel Tkachuk presented information on the planning stages of the Pop-Up Library including an expense report. She announced that there will be a soft launch of the Pop-Up Library on December 31, 2017, at the City's New Year's Eve Family Celebration held at the Vale Centre. Board members were invited to attend.

vii. Holiday Hours

The library will be closed to the public from December 25 to 27, 2017, and January 1, 2018, in observance of statutory holidays and days provided for by the *Collective Agreement*. The library will also be closed for one hour on December 4, 2017, 12:00 – 1:00 p.m. for library staff to attend the Mayor's Holiday luncheon.

viii. Upcoming and Outstanding Agenda Items

The Director reviewed the status of outstanding agenda items.

Committee Reports

None.

Accessibility Committee Report

None.



10) ADMINISTRATIVE BUSINESS

Correspondence

None.

Public Relations Report

- i. Librarian Rachel Tkacuk reported on activities held during Canadian Public Library Month and Ontario Public Library Week, and thanked Sobey's for providing a cake for the library's annual Patron Appreciation Day.
- ii. Ms. Tkachuk also discussed new programmes highlighted in the library's November/December 2017 newsletter including a family escape room and the "Wreck this Book" journaling program for teens and adults.

Moved by A. Kennerly,

Seconded by C. MacMillan,

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. Co-op Student

The Director reported on the excellent work done by Port Colborne High School co-op student Kaylah Benner.

- ii. Suggestions and Complaints letter



Port Colborne Public Library Board

The Board reviewed a letter submitted by a patron containing suggestions regarding accessibility and library services. The Director identified key points arising from the letter. The Board discussed current procedures and ways to help reduce barriers to service.

iii. Report on Conferences/Meetings

The Director presented information on conferences and meetings attended by library staff including: "Youth Job Connection" meeting at Port Cares, "Regional Adult Services" meeting at the Welland Public Library, and the "Social Determinants of Health Committee" meeting at the City of Port Colborne.

iv. Health and Safety

- a. The Director reported that library staff completed First Aid training; two for new certification, and four for re-certification.

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

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

CARRIED.

Circulation Report

Moved by C. MacMillan,
Seconded by W. Higgins,

That the 3rd Quarterly Report for 2017 be received for information purposes.

CARRIED.

11) Board Members' Items

None.

12) Notices of Motion

None.



13) Date of the Next Meeting

Tuesday, December 12, 2017, 6:00-7:00 p.m.
Port Colborne Public Library Auditorium
310 King St., Port Colborne, ON

Followed by: Port Colborne Historical and Marine Museum's Annual Christmas Party and Appreciation Night, starting at 7:00 p.m.

14) Adjournment

MOVED by Councilor Mayne,
Seconded by A. Kennerly,
THAT THE MEETING BE ADJOURNED.