



## Port Colborne Public Library Board

### MINUTES

8<sup>th</sup> Regular Board Meeting  
Tuesday, October 3, 2017, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
310 King St., Port Colborne, ON

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**Present:** Michael Cooper (*Chair*), Valerie Catton (*Vice Chair*), Jeanette Frenette, Bryan Ingram, Ann Kennerly, Councilor John Mayne

**Staff:** Scott Luey, Susan Therrien

**Regrets:** William Higgins, Cheryl MacMillan

1) Michael Cooper, *Chair*, called the meeting to order at 6:00 p.m. and the invocation was read.

2) Mr. Cooper welcomed the Board members.

**3) Approval of the Agenda**

Moved by H. Cooper,

Seconded by V. Catton,

**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, September 12, 2017**

Moved by J. Frenette,

Seconded by B. Ingram,

**That the minutes of the September 12, 2017 meeting be adopted as circulated.**

CARRIED.



**7) Business Arising from the Minutes**

None.

**8) Agenda Items**

i. 2016 Financial Documents

Peter Senese, *Treasurer*, presented the draft *Financial Report, Port Colborne Public, December 31, 2016* and the results of the audit of the financial statements of the Port Colborne Public Library prepared by independent auditor Grant Thornton LLP.

Moved by B. Ingram,  
Seconded by H. Cooper,

**That the Port Colborne Public Library Board approves the *Financial Report, City of Port Colborne Public Library Board, December 31, 2016*, prepared by independent auditor Grant Thornton.**

CARRIED.

ii. Draft 2018 Operating Budget

The Director reviewed the operating budget in line-by-line detail. The Board approved the budget as presented to be submitted to Treasurer Peter Senese by October 16, 2017, for review in November and for presentation to City Council in January 2018.

Moved by H. Cooper,  
Seconded by J. Frenette,

**That Port Colborne Public Library Board approves the 2018 Operating Budget as presented by the Director for submission to Treasurer Peter Senese.**

CARRIED.

iii. PC Lions Outdoor Seating Area

The Director reported that Chris Lee, *Director of Engineering and Operations*, reported that as of October 1, 2017, contractors have been solicited but there have been no submissions to date.

iv. Strategic Plan

Due to conflicts, the Board decided to reschedule the Strategic Planning session to December 2, 2017.



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v. Vending Machine

The Director reported that she had sent out a request to library CEOs via listserv asking for input about vending machines in their libraries. She presented the list of responses to the Board. After discussion, the Board decided to leave the current vending machine in the library until a better solution can be found.

vi. Memorial Benches

The Director reported that she had contacted the City and the Museum to determine pricing and details regarding memorial benches. After discussion, the Board decided to wait until next year to consider offering memorial benches to potential donors. At that point, the Board will review the types of benches and plaques available for selection, and will determine where to install benches on the library grounds.

vii. Upcoming and Outstanding Agenda Items

The Director reviewed the status of the following outstanding items and projects: shelving, flooring, accessibility improvements to the public washrooms, and the *Memorandum of Understanding*.

Moved by V. Catton,  
Seconded by B. Ingram,

**That the Upcoming and Outstanding Agenda Items Report be received for information purposes.**

CARRIED.

### Committee Reports

None.

### Accessibility Committee Report

None.

## 10) ADMINISTRATIVE BUSINESS

Correspondence

None.

### Public Relations Report



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i. Canadian Public Library Month and Ontario Public Library Week

The Director reported on events and activities that library staff has planned to celebrate Canadian Public Library Month and Ontario Public Library Week with our community. She reported that all activities are published in the monthly newsletter and can be found online on the library's website and on Facebook. Public Library Week will close with the library's annual Patron Appreciation Day sponsored by Sobeys.

ii. Culture Days 2017

The Director announced that the library will participate in Culture Days 2017 with a special showing of NFB documentary films on Saturday, October 30<sup>th</sup> from 9:00 a.m. to 5:00 p.m. Also available is the art exhibit by the Port Colborne Art Club on display until the end of November.

Moved by H. Cooper,

Seconded by V. Catton,

**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. PC Lioness Presentation of a Chair for the Children's Room

The Director reported that on Thursday, September 14, 2017, the PC Lioness Service Club officially presented a large red chair for the Children's area. Board members Councilor John Mayne and Cheryl MacMillan were in attendance along with staff members Christine Tice and Susan Therrien, *Director of Library Services*.

ii. Pop-Up Library

The Director reported on the library's project of starting a Pop-Up Library to create more effective outreach to the community and to make library services available for nonusers and those who are underserved, especially on the East Side. The Director presented methods and implementation strategies. She also reported that she had met



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with Michelle Cuthbert, *Marketing, Customer Relations & Communications Coordinator*, to discuss promotion and marketing. Ms. Cuthbert also offered the use of a trailer purchased by the City to transport the Pop-Up Library to various sites throughout the City and Sherkston Shores. Further information on the Pop-Up Library will be presented at the November Board meeting.

### iii. Report on Conferences and Meetings

The Director reported on information learned at the following meetings: Social Determinants of Health, Family Literacy Day 2018, Ontario Library Consortium Annual General Meeting, Regional Niagara CEOs, and Friends of Roselawn.

### iv. Health and Safety

The Director reported that Rob Andrews, A.C.T. Tactical Inc., attended the September 27<sup>th</sup> library staff meeting and was onsite at the library for two and a half days. He consulted with the Director, interviewed staff, assessed the building and grounds, and recommended changes to procedures and improvements to the building. The Director reported that his findings will be outlined in a detailed report which will contain priority actions and other recommendations for presentation to the Board.

Moved by B. Ingram,

Seconded by J. Frenette,

**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, November 7, 2017



Port Colborne Public Library Auditorium  
310 King St., Port Colborne, ON

**14) Adjournment**

**MOVED** by V. Catton,  
Seconded by B. Ingram,  
**THAT THE MEETING BE ADJOURNED.**