



Port Colborne Public Library Board

MINUTES of the 2nd Regular Board Meeting of 2019

Tuesday, February 5, 2019, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Councilor Mark Bagu, Brian Beck, Harmony Cooper, Jeanette Frenette, Ann Kennerly
Staff: Scott Luey (CEO), Susan Therrien (Director of Library Services/Board Secretary), Rachel Tkachuk (Librarian)
Regrets: Valerie Catton, Bryan Ingram (Vice-Chair), Cheryl MacMillan, Peter Senese (Treasurer)

1. Call to Order:

M. Cooper called the meeting to order at 6:07 p.m.

2. Chair's Remarks:

Mr. Cooper welcomed the Board.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:

Moved by H. Cooper
Seconded by A. Kennerly
19:009 That the agenda be adopted as circulated.
CARRIED.

5. Approval of the Minutes of the Previous Meeting of January 22, 2018:

Moved by J. Frenette
Seconded by H. Cooper
19:010 That the minutes of the January 22, 2019 meeting be adopted.
CARRIED.



6. Business Arising from the Minutes:

Nil.

7. Delegations and Presentations:

S. Therrien presented the second session of the Board Orientation and distributed the City of Port Colborne *Volunteer Health and Safety Package* to each Board member.

8. Consent Items:

Moved by H. Cooper

Seconded J. Frenette

19:011 That consent items 8.1 to 8.6 be received for information purposes.

CARRIED.

8.1. Correspondence

8.2. Library Publications and Items from the Media

8.3. Librarian's Report

8.4. Director's Report

8.5. Strategic Plan Implementation Report

8.6. Capital Projects Report

9. Discussion Items:

9.1. Video Surveillance Cameras

The Director reported on steps taken to be in accordance with the Video Surveillance Policy.

9.2. Board Evaluation

The Director distributed a Board Evaluation checklist. A Board Evaluation policy will be



reviewed at the next meeting.

9.3. Board Member Recognition

The Board discussed recognition of Board members to commemorate service and retirement. The Board also discussed protocol in the event of illness or death of a Board member.

10. Decision Items:

10.1. Policy Review: Term of Office for Vice-Chair

Moved by A. Kennerly

Seconded by H. Cooper

19:012 That Section 3.1.8 be removed from the terms of reference.

CARRIED.

10.2. Policy Review: Meeting Time

Moved by H. Cooper

Seconded by J. Frenette

19:013 That the monthly Library Board meeting time be changed to 6:15 p.m.

10.3. Policy Review: Procurement

To be reviewed again at the next meeting.

10.4. Policy Review: Mission, Vision, and Values Statements

Moved by B. Beck

Seconded by A. Kennerly

19:014 That the Mission, Vision, and Values Statements policies be revised as presented.

CARRIED.

10.5. Policy Review: Hiring of Employees Policies

Moved by H. Cooper

Seconded by J. Frenette



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19:015 That the City of Port Colborne "Hiring of Employees Human Resources and Health and Safety" policies be adopted as presented.

CARRIED.

10.6. Policy Review: Board Orientation

Moved by H. Cooper

Seconded by A. Kennerly

19:016 To adopt the Library Board Orientation Policy as presented.

CARRIED.

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, March 5, 2019 at 6:15 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

The Board will meet at 6:00 p.m. for a group photograph.

14. Adjournment:

Moved by H. Cooper

Seconded by A. Kennerly

19:017 That the meeting be adjourned at 7:13 p.m.

CARRIED.

Michael Cooper, Chair

March 5, 2019