



MINUTES of the 8th Regular Board Meeting of 2020

Tuesday, November 3, 2020, 6:15 p.m.

Virtual Meeting held via Microsoft Teams

Present:

Michael Cooper (Chair)

Bryan Ingram (Vice-Chair)

Councilor Mark Bagu

Brian Beck

Valerie Catton

Harmony Cooper

Ann Kennerly

Cheryl MacMillan

Scott Luey (CEO)

Susan Therrien (Director of Library Services/Board Secretary)

Regrets:

Jeanette Frenette

Bryan Boles (Treasurer)

1. Call to Order

The Chair called the meeting to order at 6:17 p.m.

2. Declaration of Conflict of Interest

Nil.

3. Adoption of the Agenda

Moved by C MacMillan

Seconded by H. Cooper

20:049 That the agenda be adopted as circulated.

CARRIED

4. Approval of the Minutes of the Previous Meeting



Moved by B. Ingram

Seconded by A. Kennerly

20:050 That the minutes of the September 8, 2020 meeting be adopted as circulated.

CARRIED

5. Business Arising from the Minutes

Nil.

6. Consent Items

6.1. Circulation Reports

- September 2020 Circulation Report
- 3rd Quarter 2020 Circulation Report
- August and September 2020 Digital e-Resources Circulation Reports
- October 2020 Curbside Statistics
- October 2020 Online Registrations
- RB Digital Brief Circulation Summary

6.2. Financial Statement

- October 29, 2020

6.3. Public Relations Report

- Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources, social media, and community feedback during September and October 2020.
- PowerPoint presentation on Canadian Public Libraries Month activities and patron comments received from the “Why I Love my Library” campaign.
- “Patron Appreciation Day” video

6.4. Media Items

- *Library Digital Programming Newsletter, October 2020*



- *City Hall News*, October 2020
- *City Hall News*, November 2020
- Culic, James. "Port Colborne Library Slowly Getting Back to Normal." *Niagara This Week*. 28 Oct. 2020, <https://www.niagarathisweek.com/news-story/10219451-port-colborne-library-slowly-getting-back-to-normal/>. Accessed 28 Oct. 2020.

6.5. Correspondence

- Acknowledgement letter regarding the 2020-21 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants (Ministry of Heritage, Sport, Tourism and Culture Industries)
- Letter of thanks received from Access Copyright, 23 Oct. 2020.

Moved by H. Cooper

Seconded by B. Ingram

20:051 That Consent Items 6.1 to 6.6 be received for information purposes.

CARRIED

7. Discussion Items

7.1. Director's Report

- a. Curbside Pick-Up, In-Person Browsing and Public Computer Access Services Update

The Director of Library Services presented a report on the status of modified public library services and hours during the current pandemic situation.

- b. Evergreen Integrated Library System (ILS) Migration

The ILS migration project is on target to meet the go-live date of November 19, 2020.

- c. Trillium Resilient Communities Fund

The Director reported on a funding opportunity through the Trillium Resilient Communities Fund. The grant is a one-time fund to support the non-profit sector



recover and rebuild from the impacts emerging from COVID-19 so that they can effectively meet the needs of communities across Ontario.

d. Niagara Regional Public Health Touch Down Station

The library is assisting Niagara Regional Public Health by providing a touch down station for inspectors working in the community. The arrangement started October 26, 2020, and will be ongoing as needed.

e. DSBN Regional Library Card Campaign

The District School Board of Niagara initiated a project to partner with local public libraries to help elementary and secondary schools access local libraries and get a library card. DSBN students who register for a card will have access to the library's digital collections including eBooks, audiobooks, and research databases.

f. Port Colborne High School Community Hours

Library staff are working with Port Colborne High School Guidance and Student Services to create a program for students to earn community service remotely by reading books and writing reviews.

g. Health and Safety

- Annual Fire Safety Drill, October 22, 2020
- First Aid Certification training scheduled November 9, 2020, online and onsite participation
- Weekly COVID-19 workplace inspections are being completed through the Joint Health and Safety Committee (JHSC)

Moved by A. Kennerly

Seconded by H. Cooper

20:052 That the Director's Report be received for information purposes.

CARRIED

7.2. Capital Projects Summary

The Board reviewed the status of the 2020 capital projects.



7.3. Closed Session

Moved by C. MacMillan

Seconded by B. Beck

20:053 That the Board do now move into closed session for reasons permitted under the *Public Libraries Act* re: discussion of matters about an identifiable individual.

CARRIED

Moved by B. Ingram

Seconded by H. Cooper

20:054 That the Board do now rise from closed session with report at approximately 6:57 p.m.

CARRIED

8. Decision Items

8.1. Policy Review

8.1.1. *Records Retention Policy (OP-17)*

Moved by C. MacMillan

Seconded by B. Ingram

20:055 That the Port Colborne Public Library Board approves revisions to *Records Retention Policy (OP-17)* as presented.

CARRIED

10 Board Members' Items

Nil.

11 Notices of Motion

Nil.

12 Date of the Next Meeting

Tuesday, December 1, 2020 at 6:15 p.m.



Virtual Meeting via Microsoft Teams

13 Adjournment

Moved by B. Ingram

Seconded by H. Cooper

20:056 That the meeting be adjourned at 7:12 p.m.

CARRIED

Michael Cooper
Board Chair
December 1, 2020

Susan Therrien, Director of Library Services
Board Secretary
December 1, 2020