



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, April 3, 2024
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Cooper (Chair)
A. Desmarais
M. Bagu, Councillor
B. Ingram (Vice-Chair)
B. Beck
M. Booth

Member(s) Absent: H. Cooper
C. MacMillan
E. Tanini

Staff Present: R. Tkachuk, Library Services Manager/Acting Chief Executive Officer (Secretary-Treasurer)

1. **Call to Order**

The Chair called the meeting to order at 6:00 p.m.

2. **Land Acknowledgement**

The Chair recited the Land Acknowledgement Statement.

3. **Disclosures of Interest**

There were no disclosures of interest.

4. **Adoption of Agenda**

Moved by M. Booth
Seconded by A. Desmarais

That the agenda dated April 3, 2024 be confirmed, as circulated.

5. **Approval of Minutes**

That the minutes dated March 6, 2024 be adopted, as circulated.

Moved by Councillor M. Bagu

Seconded by A. Desmarais

5.1 Minutes of the March 6, 2024 Board

6. Business Arising from the Minutes

Nil.

7. Consent Items

Moved by A. Desmarais

Seconded by B. Ingram

That consent items 7.1 to 7.5 be received, as presented.

7.1 Financial Report

- a. **2024 Operating Budget (as of March 28, 2024)**
- b. **2024 Facilities Budget (as of March 28, 2024)**

7.2 Circulation Report

- a. **2023 4th Quarter Circulation Report**
- b. **2023 Circulation Report Summary**
- c. **February 2024 Circulation Report**
 - a. **February 2024 Circulation Snapshot**

7.3 Public Relations Report

- a. **Librarian's Report - March 2024**
- b. **March Break Report**

7.4 Media Items

- a. **City Hall News**

7.5 Correspondence

- a. **FOPL Letter to Minister of Public and Business Service Delivery**

8. Discussion Items

8.1 Board Evaluation (M. Cooper)

The Chair requested that Board Evaluation Forms be completed and forwarded prior to the next meeting.

8.2 Shared Services (M. Cooper)

The Chair will report back to the Board with any news about shared services at the next meeting.

8.3 3D Printer (C. MacMillan)

Trustee MacMillan forwarded an opportunity regarding a 3D Printer. The Board discussed the possibility of adding 3D Printing equipment to the library, and other makerspace items.

8.4 Verbal Report - Acting CEO's Report

Moved by A. Desmarais

Seconded by M. Booth

That the Acting CEO's Report be received, as presented; and,

That the Board move the next scheduled board meeting date to May 8, 2024.

a. Health and Safety

The Acting CEO reported on upcoming Health and Safety training opportunities for library staff.

b. Income Tax Clinics

The Acting CEO reported on the progress of the annual Income Tax Clinics.

c. Board Webpage

The Acting CEO advised the board of updates to the Internal Board Webpage.

d. Mayor's Youth Advisory Council Event

The Acting CEO reported that the Mayor's Youth Advisory Council has approached the library to be a venue for two upcoming exam stress workshops for high school students. The events are tentatively scheduled for two days during the last week of May.

e. Solar Eclipse

The Acting CEO advised that Niagara Region issued a State of Emergency in preparation for the solar eclipse event on Monday, April 8, 2024. The Acting CEO advised that library hours would not be affected on this date.

f. City of Port Colborne Volunteer Banquet

The Acting CEO reported that the City of Port Colborne's Volunteer Banquet is scheduled for the same day as the next scheduled board meeting; and recommended that the Board move their May meeting to the following week.

9. Policies

Moved by B. Ingram

Seconded by A. Desmarais

That the Board approve the policies listed in items 9.1 to 9.5, as presented.

9.1 BL-01: Statement of Authority and Powers of the Board

9.2 BL-02: Composition of the Board and Officers' Terms of Reference

9.3 BL-03: Meetings

9.4 BL-04: Amendment of Bylaws

9.5 GOV-01: Purpose and Duties of the Board

10. Confidential Items

Nil.

11. Motions

Nil.

12. Notice of Motions

Nil.

13. Roundtable

Trustee Booth advised that a report will be prepared by the Fundraising Committee regarding fundraising opportunities, such as planned giving and major gifts.

14. Other Business

15. Next Meeting Date and Adjournment

The next meeting of the Board will be held May 8, 2024, in the auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:03 p.m.

Michael Cooper, Chair

Rachel Tkachuk, Library Services
Manager/Acting Chief Executive
Officer (Secretary-Treasurer)