



**AGENDA  
PORT HOPE PUBLIC LIBRARY BOARD MEETING**

**Mary J. Benson Branch  
31 Queen Street  
September 18, 2019  
6 pm**

**1. Introductory Remarks (Time Allotted: 2)**

- 1.1 Focus items for this meeting
- 1.2 Declaration of conflict of interest
- 1.4 Appointment of steering committee

**2. Approval of agenda, minutes and measurement statistics – June 19, 2019 (Time Allotted: 5)**

*Any items for discussion/decision to be brought forward at this time*

- 2.1 Agenda (Be it resolved that the agenda of September 18, 2019 be approved)
- 2.2 Approval of June 19, 2019 Board meeting minutes (Be it resolved that the minutes of the June 19, 2019 Board meeting be approved)
- 2.3 Performance measurement statistics as of August 31, 2019 (Be it resolved that the performance measurement statistics for June-August 2019 be received)

**3. Items for Discussion/Decision (Time Allotted: 35)**

- 3.1 Friends of the Library meeting and community group presentation update (M. Scott and Board members)
- 3.2 Strategic plan update (M. Scott)
- 3.3 CEO report (M. Scott)
- 3.4 Interlibrary loan update (A. Houston and L. Altman)
- 3.5 Transfer of monthly Library Board bank account balance as of August 31, 2019 to the Municipality of Port Hope (Be it be resolved that the Library Board account balance of \$1202.45 be transferred to the Municipality of Port Hope)
- 3.6 Financial report for the 2<sup>nd</sup> quarter (M. Scott)
- 3.7 2020 operating budget update (M. Scott)  
(budget meeting date of September 30 or October 2)

- 3.8 Hub Branch lease renewal for 2020 (M. Scott)
- 3.9 2019 seasonal hours of operation (M. Scott)

**4. For Exploration and Development (Time Allotted: 3)**

- 4.1 Port Hope Public Library Staff Appreciation/Recognition
- 4.2 Accreditation update (November 20<sup>th</sup> meeting)
- 4.3 Statistical analysis of 2018/19 performance measurement

**5. Items for Next Agenda (Time Allotted: 3)**

- 5.1 2020 Port Hope Public Library Budget
- 5.2 Finance Policy review
- 5.3 SOLS Trustee Council November 9<sup>th</sup> (Brighton Public Library)

**6. In camera meeting (Time Allotted: 20)**

Be it resolved that the Port Hope Public Library Board proceed in camera in accordance with the provisions of the Public Libraries Act, R.S.O. 1990. C. 44 in order to address matters pertaining to an identifiable individual (s) Section 16.1 (4)(b) and labour relations or employee negotiations (Section 16.1 (4)(c))

**7. Question Period (Time Allotted: 2)**

**8. Next meetings**

**Wednesday October 16, 2019  
Hub Branch  
5325 County Road 10 @ Canton**

**Finance Committee 5 p.m.  
Board Meeting 6 p.m.**

**Port Hope Public Library Mission**  
*Port Hope Public Library delivers quality, community-focused library services with a commitment to equitable and open access to all resources.*