



**MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING**

**Mary J. Benson Branch
31 Queen Street
Port Hope, Ontario**

**May 15, 2019
6:00 p.m.**

Board Members Present: Jennifer Keyes, Chairperson/Trustee; Kathy Dennis, Vice Chairperson/Trustee; Laurie Carr, Trustee/Councillor; Katherine McHarg, Trustee; Catherine Raby, Trustee; Liz Stewart, Trustee; Carol Ann Moore Ede; Terry Moore, Trustee

Absent: Will Lambert, Trustee

Staff present: Margaret Scott, CEO; Lori Altman, Recording Secretary

J. Keyes called the meeting to order at 6:00 p.m.

1. Introductory Remarks

1.1 Focus items for this meeting

- KPMG presentation of 2018 Financial Statements
- Friends of the Library
- Strategic Plan

1.2 Declaration of conflict of interest

- None

1.3 Appointment of steering committee

- Catherine Raby and Kathy Dennis

2. Approval of agenda, minutes and measurement statistics –May 15, 2019

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

2.1 Agenda

- In 4.0 add item performance appraisal of CEO
- Change the date in section 2 of the agenda

Moved by C. Raby

Seconded by K. Dennis

Be it resolved that the agenda of May 15, 2019 be approved as amended

CARRIED

2.2 Approval of April 17, 2019 Board meeting minutes

Moved by C. Raby

Seconded by K. Dennis

Be it resolved that the minutes of the April 17, 2019 Board meeting be approved

CARRIED

2.3 Performance measurement statistics as of April 30, 2019

- Higher numbers due to March Break

Moved by C. Raby

Seconded by K. Dennis

Be it resolved that the performance measurement statistics for April 2019 be received

CARRIED

3. Items for Discussion/Decision (Time Allotted: 45)

3.1 2018 Port Hope Public Library Financial Statements (KPMG)

- Vicki Leakey, KPMG presented the results of the 2018 audit
- Overall it was a very good year for the library
- New accounting standards in place but no policy change for the Library Board
- Available funds of \$144,191 to fund further activities

Moved by C. Raby

Seconded by K. Dennis

Be it resolved that the 2018 Port Hope Public Library Financial Statements be accepted

CARRIED

3.2 Friends of the Library (FOL) update (C.Raby/J.Keyes/C.A. Moore Ede)

- Brochure and Expression of Interest form presented for comment
- Add technology skills to special skills category on the form
- Speaking notes distributed
 - Outline purpose, responsibilities and FOLs across Canada
 - Ideas and resources
- FOL event planned for Sunday, September 22 at 1:30 pm at Mary J. Benson Branch
- Possibility of Classical FM Community radio spot to raise awareness
- Compile a list of organizations that are interested in having a presentation on a Friends of Port Hope Public Library group

- Divide up speaking opportunities at next meeting
- 3.3 Board orientation (Part 3) on June 8, 2019 (M. Scott)
 - Chair and vice-chair will meet with M. Scott to discuss agenda
- 3.4 Strategic plan update and discussion (M. Scott)
 - Monthly updates are indicated in red. Outstanding content to be added for June's report.
 - Discussion re measurement of the progress of the plan. Decision was to colour code based on status of completion or in process
 - Question regarding the timing of IT lifecycle report. Process has been initiated with the assistance of Micro Age.
- 3.5 CEO staff report (M. Scott)
 - New items at the Hub include playaways and launchpads
 - New LGBTQ books displayed
 - Local History Series on Wheat was very successful
 - Members commented on the interconnectedness of 2019 staff goals and the library strategic plan
- 3.6 Provincial budget and the Ontario Library Service Update (M. Scott)
 - Ontario Library Service will forward information regarding the status of future interlibrary loan service by June 1, 2019
 - In terms of movement of materials between Mary J. Benson Branch and the Hub Branch staff members are taking manageable sized loads of material between the two branches when they are scheduled for a shift

Moved by K. Dennis

Seconded by C.A. Moore Ede

Be it resolved that the Board draft a letter and send it to the MPP Northumberland-Peterborough South, Premier of Ontario as well as the Minister of Tourism and Culture and Sport to express concern over the budget cuts to the Ontario Library Service

CARRIED

- 3.7 Transfer of monthly Library Board bank account balance to the Municipality of Port Hope

Moved by C. Raby

Seconded by K. Dennis

Be it be resolved that the Library Board account balance of \$3745.60 be transferred to the Municipality of Port Hope

CARRIED

- 3.8 Health and safety policy review (current policies included)
 - Health and safety policies 3-40-3-42 enclosed for the review and comment of board members

- Revisions and/or changes to be considered at the next regular meeting of the Board

4. For Exploration and Development

4.1 Think Tank (K. McHarg)

- Look for expanded opportunities in strategic plan
- Members to be prepared to discuss new and creative ideas
- Set aside 10 minutes each board meeting to focus on an item

4.2 Accreditation Committee (Fall 2019)

- Give notice that staff/board committee will be formed in the fall

4.3 Performance Appraisal of CEO

- Review methodology and process
- New template required to complete current year's appraisal
- Appraisal form will be sent to all board members to complete as well as the CEO

5. Items for Next Agenda

5.1 Quarterly finance report

- Add Finance Committee meeting at 4:30 on June 19th

5.2 Revised policies (workplace health and safety and code of conduct)

5.3 Friends of the Library

5.4 CEO appraisal

5.5 Think Tank

6. Question Period

- The library is closed on Friday, May 17th for the annual staff training and development day and Monday May 20th for Victoria Day

7. Next meetings

Saturday, June 8, 2019 (board orientation)

9 am to 1 pm (lunch included)

Mary J. Benson Branch

Wednesday June 19, 2019 (finance committee and regular board meeting)

Finance Committee 4:30 pm

Regular meeting 6 pm

Hub Branch

5325 County Road 10

Port Hope

Moved by Steering Committee that the meeting be adjourned at 7:50 p.m.

CARRIED

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.