



**Minutes**  
**PORT HOPE PUBLIC LIBRARY BOARD MEETING**

**Mary J. Benson Branch**  
**31 Queen Street**  
**Port Hope, Ontario**  
**May 17, 2018**  
**6:00 p.m.**

Board Members Present: Kathy Dennis, Trustee/Chairperson; Greg Burns, Trustee/Councillor; Catherine Raby, Trustee; Carol Ann Moore Ede, Trustee; Jennifer Keyes, Trustee; Jan Hill, Trustee; Katherine McHarg, Trustee; Bruce Bowden, Trustee/Vice-chair

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

Absent with notification: Michael Young, Trustee

K. Dennis called the meeting to order at 6:00 p.m.

**1. Introductory Remarks**

1.1 Focus items for this meeting

- 2017 Financial report
- SOLS meeting report
- Rural Branch development

1.2 Declaration of Conflict of Interest

- None

**2. Approval of Agenda – May 17, 2018**

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

Moved by K. McHarg

Seconded by J. Hill

**That the agenda be approved as amended.**

**CARRIED**

### 3. Consent Agenda (Time Allotted: 5)

Items listed under the consent agenda are considered routine in nature and are considered collectively as one motion. Board members may request that specific items be removed for separate discussion/deliberation and action. (Board motion to accept consent agenda as presented)

3.1 Approval of April 19, 2018 Board meeting minutes (draft)

3.2 Performance measurement statistics as of April 30, 2018

3.3 Items of interest May 2018

Moved by G. Burns

Seconded by B. Bowden

**That the agenda be approved as presented.**

**CARRIED**

### 4. Items for Discussion/Decision

4.1 Presentation of 2017 Financial Statements for Port Hope Public Library (Rebecca Prophet, KPMG Audit Manager)

- A successful year for Port Hope Public Library. Copies of the financial statements were distributed to Board trustees.

Moved by J. Hill

Seconded by C. Raby

**That the 2017 financial statements as of year-end December 31, 2017 be accepted as presented.**

**CARRIED**

4.2 Chief Executive Officer's report

- Copies of accounts as of March 31, 2018 distributed
- 2017 Annual report has been completed; copies were distributed to the community and members of Municipal Council
- New promotional items have been ordered and received for marketing and revenue generation
  - Items reflect the new website address ([www.porthopepubliclibrary.ca](http://www.porthopepubliclibrary.ca))
  - Lanyards
  - Mini-pouch
  - Cross Body Bag
  - Airplanes for kids
- CELA statistics will now be reported quarterly on as part of the performance measures report
- Lot of chatter around town about the Royal Wedding event on Saturday May 19<sup>th</sup>. Acknowledgement of lead sponsor Davis' Your Independent Grocer.

#### 4.3 CEO's action list for next board meeting

- Community survey final report with recommendations
- Initial operating expenditures (budget) for the rural branch
- Report on transition plans for the new library at the Canton site
- Proposed 2018 trial of Sunday hours of service

#### 4.4 Committee reports

##### 4.4.1 Fundraising Committee

- Confirmation required of final priorities for new furniture and equipment for The Hub (Canton site)

##### 4.4.2 Strategic Planning Committee

- Strategic Plan Priorities (2018-2022) chart needs more input from board regarding performance measures, target dates and assigned duties. Revised draft to be considered at June meeting

##### 4.4.3 Strategic Plan (quarterly reports as of June 2018)

- An agenda item will be added quarterly to review progress of new strategic plan

#### 4.5 SOLS Spring 2018 Trustee Council Meeting (C. Raby)

- Resources available at [www.librariesvote.ca](http://www.librariesvote.ca) re library participation in upcoming election campaigns
- The increase in library funding promised in the 2018 provincial budget may be subject to review by a new government.
- Discussion of Board legacy and the recruitment of new members
  - Need people with vision, HR, legal and management skills
  - Recruitment needs to be purposeful. Selection committee should include members of Council, Board and the CEO
  - SOLS training for new members in April 2019
- Roundtable discussion
  - Maintaining the status quo is not the future of libraries
  - Examples of public libraries that are thinking 'outside the box' (loan of computer tablets, musical instruments, robotic training)
- Request for a demonstration on Overdrive and an overview of the *Cloud* at the June Board meeting

#### 4.6 Rural Branch Development

##### 4.6.1 May 22, 2018 special meeting

##### 4.6.2 Naming of new library branch by Board and staff

- Possible names
  - The Hub
  - Information & Imagination Hub
  - (The) Arch
  - Junction
  - CGHA (Canton Garden Hill Area) Learning Library
  - Possibilities Hub
  - Hope Branch
  - Imagination Hub

- Inspiration Hub
- Information Central
- The Alt
- The Exchange
- Board's choice was *The Hub*. There was interest expressed in extending this new name to the entire space at Canton. The Board will appear as a delegation to propose this idea to the Parks, Recreation and Advisory at its June meeting.

#### 4.7 Transfer of April 30, 2018 Library Board bank account balance to the Municipality of Port Hope

- Transfer deferred to June meeting

### 5. For Exploration and Development

#### 5.1 Board legacy document for incoming Library Board (2018-2022)

- Template to be reviewed at the June meeting

### 6. Items for Next Agenda

#### 6.1 Fundraising committee update

- Report on Friends of the Library

#### 6.2 Strategic planning progress report

- Incorporation of board input for Strategic Plan Priorities (2018-2022)

#### 6.3 Rural branch reports

- Update from the Rural Branch Board subcommittee meeting of May 22, 2018

#### 6.4 Proposed revisions to the PHPL room rental policy

### 7. Question Period

- Consider the possibility of using the budget surplus to finance additional staff time at The Hub

### 8. In camera meeting

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 including local or municipal board employees.

Moved by K. Dennis

Seconded by C.A. Moore Ede

That the board move in camera at 7:40 p.m.

**CARRIED**

The Board moved to open session at 8:20 p.m.

There was no public report.

9. Next meeting – June 21, 2018 @ 6:00 p.m.  
Mary J. Benson Branch  
31 Queen Street  
Port Hope, ON

**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.*