



PORT HOPE PUBLIC LIBRARY BOARD AGENDA

Port Hope Public Library Branch at Canton
5132 County Road 10
Port Hope, ON
October 6, 2025
4:30 pm

1. Call to Order

1.1. Respect and Land Acknowledgement Statement

We believe that acknowledging territory shows recognition of and respect for Indigenous Peoples both in the past and in the present. We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Mississauga Nations. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations and are key to reconciliation.

1.2. Declaration of conflict of interest

1.3. Appointment of steering committee

1.4. Appointment of a timekeeper

2. Approval of the Agenda October 6, 2025

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

3. Consent Agenda (10 min)

Items listed under the consent agenda are considered routine in nature and will be approved collectively as one motion. Board members may request that specific items be removed for separate discussion and action.

3.1. September 8, 2025 board meeting minutes

3.2. CEO report

3.3. Summary of May 2025 OLS Board Assembly

4. Performance measurement statistics as of September 30, 2025 (5 min)

5. For discussion/decision (60 min)

- 5.1. Port Hope Public Library strategic plan
- 5.2. Finance Committee report (B. Wallace)
 - 5.2.1. Q3 financial report
 - 5.2.2. Terms of reference for the Finance Committee (draft)
 - 5.2.3. Review of PHPL finance policies
- 5.3. Policy development
 - 5.3.1. Bereavement Leave
- 5.4. Upcoming fall events
 - 5.4.1. Ontario Public Library Week (MPP Piccini visit on October 24)
 - 5.4.2. OLS Virtual Conference for Trustees – November 20
 - 5.4.3. Port Hope Santa Claus parade – November 29
- 5.5. Council report (Vicki Mink)

6. Business for the next board meeting

- 6.1 Visit of Mike Melinyshyn, CAO Municipality of Port Hope
- 6.2 Policy review and development
- 6.3 Strategic plan framework (2024-2027)
- 6.4 Hub Branch operation
- 6.5 Board self-evaluation

7. Correspondence, Communications and Comments

8. Adjournment and next meeting date

November 3, 2025 (last meeting of the year)

4:30 pm

Mary J. Benson Branch

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

