



**MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
September 20, 2023 @ 4:00 p.m.**

Board Members Present: Bob Wallace, Chairperson/Trustee; Eleanor Elliott, Trustee; Lyndsay Caine, Trustee; Vicki Mink, Trustee/Councillor; Erin Oxland, Trustee; Heather Briant, Trustee; Erin Coulter, Vice-Chairperson/Trustee

Absent with notification: Susan Jones Bouk, Trustee

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

Bob Wallace, Chairperson called the meeting to order at 4:02 p.m.

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

- None

1.3. Appointment of steering committee

- L. Caine and E. Coulter

2. Approval of the Agenda September 20, 2023

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

Moved by: L. Caine

Seconded by: E. Coulter

Be it resolved that the agenda of September 20, 2023 be approved.

CARRIED

3. Delegations

- Presentation to Alison Houston in recognition of her retirement after 35 years of outstanding service to Port Hope Public Library and our community.

4. Consent Agenda

- 4.1. Approval of the June 14, 2023 board meeting minutes
- 4.2. Staff Report
- 4.3. CEO Report
- 4.4. Transfer of the monthly library board bank account balance of \$5213.61 as of August 31, 2023 to the Municipality of Port Hope (defer to item 6.2.2)

Moved by: L. Caine

Seconded by: E. Coulter

Be it resolved that the consent agenda be accepted as presented.

CARRIED

5. Performance Measurement statistics as of August 31, 2023

Moved by: L. Caine

Seconded by: E. Coulter

Be it resolved that the performance measurement statistics as of August 31, 2023 be received.

CARRIED

6. For Discussion/Decision

6.1. Orientation

- 6.1.1. The relationship between public library boards and municipalities
- 6.1.2. Committee reports

6.2. Marketing and Fundraising

- An advisory role with support to library staff
- FOL – Mandate is fundraising, community engagement and program support

6.2.1. Finance

- Will meet quarterly to review finances
- Update 10-year forecast
- Considered option to change current banking arrangements to allow for electronic transfers. Board directed the Chairperson and CEO to investigate opportunities with other financial institutions.

6.2.2. Financial report for the period April 1 to September 15, 2023

6.3. 2024 strategic priority presentation to Municipality of Port Hope Council (suggested dates are November 2 or 21)

6.4 2024 operating budget

- Schedule a special budget meeting with the Finance Committee. Suggested date is September 26 at 4:30 pm.

6.5 Trustee engagement – Ontario Library Service Virtual Conference for Library Boards
Session for trustees on September 28th from 5:30-7:30 pm. Recording to be shared at a future board meeting.

6.6 Council report

- Official opening of the Town Park Recreation Centre Expansion
- 2024 budget preparation is well underway
- Municipal Council review will result in future procedural changes

7. For Exploration

- 7.1. Board orientation and training
- 7.2. Pot Hope Community Hub Branch
- 7.3. 2023 strategic priorities

8. In camera meeting

The Board met in camera at 5:15 pm to approve the May 17, 2023 in camera minutes and to discuss matters pertaining to identifiable individuals including municipal or board employees (Public Libraries Act) section 16.1(4) and labour relations or employee negotiations (section 16.1(4)e. The meeting adjourned at 5:30 pm.

9. Correspondence, Communication & Comments (10 min)

10. Adjournment and Next Meeting Date

October 18, 2023 @4 p.m.
Mary J. Benson Branch

Moved by: L. Caine

Seconded by: E. Coulter

That the board meeting adjourn at 5:35 pm.

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.