



**MEETING MINUTES  
PORT HOPE PUBLIC LIBRARY BOARD MEETING  
Mary J. Benson Branch  
31 Queen Street  
Port Hope, ON  
December 16, 2024  
4:30 p.m.**

Board Members Present: Bob Wallace, Chairperson/Trustee; Erin Oxland, Trustee; Heather Briant; Trustee; Susan Jones Bouk, Trustee; Vicki Mink, Trustee/Councillor; Eleanor Elliott, Trustee

Absent with notification: L. Chapman, Trustee; G. Sim. Trustee

Staff present: Margaret Scott, CEO; Susan Watkin, Library Services Manager

Bob Wallace, Chairperson called the meeting to order at 4:30 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**

- H. Briant and E. Elliott

**1.4 Appointment of timekeeper**

- E. Oxland

**2. Approval of the Agenda December 16, 2024**

Moved by: H. Briant

Seconded by: E. Elliott

Be it resolved that the agenda of December 16, 2024 be approved.

**CARRIED**

### 3. Consent Agenda

3.1. Approval of the board meeting minutes of the November 18, 2024 meeting

3.2 CEO Report

Moved by: H. Briant

Seconded by: E. Elliott

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

**CARRIED**

### 4. Performance Measurement statistics as of November 30, 2024

Moved by: H. Briant

Seconded by: E. Elliott

Be it resolved that the performance measurement statistics as of November 30, 2024 be received. There was a request to include activity totals in the Hub Branch monthly statistics.

**CARRIED**

### 5. For Discussion/Decision

5.1.1 Community information policy

5.1.2 Board orientation, training and evaluation policy

Moved by: H. Briant

Seconded by: E. Elliott

Be it resolved that the Community Information and Board orientation, training and evaluation policies be approved as presented.

**CARRIED**

5.2 Ontario Library Service Virtual Conference for Library Boards

- Written report from Trustee G. Sim was received for information.

5.3 Ontario Library Service Board Assembly Fall 2024

- No report at this time

5.4 Resignation of Erin Coulter, Vice-chairperson

The Board accepted the resignation of E. Coulter effective November 29, 2024 with regret. The process to fill the vacancy was reviewed. The CEO was directed to contact the Municipality of Port Hope Clerk and request that the recruitment process be initiated. The Board will continue to function with its current complement until this vacancy is filled.

5.5 Board composition

- Verbal discussion with no decision or direction

5.6 Review of current committee structure (finance and marketing/fundraising)

Currently the Board has both a finance and marketing committee. E. Elliott and

E. Oxland will develop a generic terms of reference template for discussion regarding a revised subcommittee structure. They also will prepare a draft document for the development of a Board working group to review the Hub Branch operation.

5.7 2025 board meeting schedule

The 2025 meeting schedule of the Library Board will remain as the 3<sup>rd</sup> Monday of each month excluding July and August. Meeting time has been confirmed as 4:30 p.m.

5.8 Terms of reference for the Hub Branch working group – combined with Item 5.6

5.9 2024 annual report for the Municipality of Port Hope

Members provided a large number of activities and accomplishments that should be included in the final copy/report. A final draft will be reviewed at the January board meeting.

5.10 Council report

- Councillor Mink will be assuming the role of Deputy Mayor for the year 2025
- There will be opportunities for the community to engage with members of Council while using municipal facilities and services throughout the holiday season.

**6.0 For Exploration**

6.1 Policy review and development

6.2 Implementation 2024-2027 strategic goals

6.3 Hub Branch operation

6.4 Loyalist College partnership

**7. Closed session meeting**

Be it resolved that the Port Hope Public Library Board proceed into closed session at 5:05 pm in accordance with the provisions of the Public Libraries Act, R.S.O. 1990. C. 44 to address matters about an identifiable individual including municipal or board employees (section 16.1.4).

The Library Board met in closed session to approve the May 15, 2024 minutes as amended. Information was received for further discussion and staff were directed to implement approved action. The meeting was adjourned at 5:20 pm.

**8. Correspondence, Communication & Comments**

**9. Next Meeting Date and Adjournment**

**January 20, 2025 @ 4:30 p.m.**

**Mary J. Benson Branch**

Moved by: H. Briant

Seconded by: E. Elliott

That the board meeting adjourn at 5:22 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.***