



MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
Mary J. Benson Branch
31 Queen Street
Port Hope, ON
June 2, 2025
4:30 p.m.

Board Members Present:

Bob Wallace, Chairperson/Trustee
Erin Oxland, Vice-Chairperson/Trustee
Eleanor Elliott, Trustee
Gemma Sim, Trustee
Heather Briant, Trustee
Jocelyn Bell, Trustee
Lyndsay Chapman, Trustee
Susan Jones Bouk, Trustee
Vicki Mink, Trustee/Councillor

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

1. **Call to Order @ 4:34 PM**
 - 1.1 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
G. Sim and E. Oxland
 - 1.4 Appointment of Timekeeper
E. Elliott

2. **Agenda**

2.1 Additions to Agenda
Noting none

2.2 Adoption of the Agenda June 2, 2025

Moved by: G. Sim
Seconded by: E. Oxland

That the agenda be adopted as presented.

CARRIED

3. **New Board Member**

Jocelyn Bell was introduced to the board and shared some details about herself including interests in serving on the Port Hope Public Library Board.

4. **Delegation— Bruce Bowden and Christine Withrow/ Friends of the Library**

On average 10-12 people attend the monthly meetings with the core group providing leadership. There have been a number of events in the 2024-25 year including municipal community information presentations, the successful annual trunk and treasure sale and a well attended vintage costume display. The highlight was the fundraiser for the upgrade of the children's area at the Mary J. Benson Branch. This two-year initiative is close to reaching its goal of \$20,000. The big events this fall include the 3rd annual trunk and treasure sale and a special presentation by Cameco on its local impact on the global nuclear fuel cycle. There was agreement that cooperation and support are key to the success of the local Friends group.

5. **Consent Agenda**

- 5.1 Approval of the board meeting of the April 7 and May 12, 2025, board meeting minutes
- 5.2 Quarter 2 staff report
- 5.3 CEO reports for the month of May and June 2025
- 5.4 Confirmation of discussion and approval of the draft 2026 Port Hope Public Library budget at a special board meeting on August 15, 2025

Moved by: G. Sim
Seconded by: E. Oxland

That the consent agenda be approved as presented.

CARRIED

6. **Performance Measurement statistics as of April 30, 2025**

Regular statistics will be delayed by one month due to the early date of the monthly board meeting.

Moved by: G. Sim
Seconded by: E. Oxland

That the performance measurement statistics of April 30, 2025 be received.

CARRIED

7. For Discussion/Decision

7.1 Port Hope Community Hub Branch Review

G. Sim, Committee Chair provided an update on behalf of the committee. Over 130 people completed the survey. There will be focus groups held at the Hub and Mary J. Benson as well as one for staff and a virtual option. Questions will be based on strengths, weaknesses, opportunities and threats of the current Hub location and service. Board members were asked to consider a role as group facilitator or note taker for these sessions.

7.2 Presentation to Municipal Council

The annual update is scheduled for the July 15 virtual Committee of the Whole meeting. Gemma Sim and the CEO will participate in the presentation.

7.3 Board meeting date for the month of September

It was confirmed that the regular meeting will be scheduled for September 8, 2025. Location is Mary J. Benson and the start time is 4:30 p.m.

7.4 Short-term disability policy (revised) for full time non-union employees

Moved by: G. Sim

Seconded by: E. Oxland

That the revised short-term disability policy for full time non-union employees be adopted and take effect retroactively to January 1, 2025

CARRIED

7.5 New sick/personal days policy for full time non-union employees

The board accepted the framework but requested clarification of the wording related to the application and documentation of the procedures.

7.6 Sandbox Software Solutions website proposal (updated) for Port Hope Public Library

There was discussion about payment options for the \$22,420.58 plus HST total project cost. The budget for the website upgrade approved in the 2025 library budget was \$8,000. In order to pay for the website option from Sandbox Software Solutions it was decided that the amount of \$14,420 plus HST should be drawn from the library reserve to offset the remaining cost of the website. The CEO will consult with the Director of Finance regarding next steps. Before the signing of the contract it will be confirmed with Sandbox Software Solutions that 50% of the total cost would be due at the commencement of the project and that the remaining 50% would be paid once the website was fully functional.

Moved by: G. Sim
Seconded by: E. Oxland

That the final website proposal prepared by Sandbox Software Solutions be accepted contingent on a final review by a staff representative and a board member and further that the Finance Committee prepare a request for use of funds from the library reserve in the amount of \$14,420 plus HST to offset the additional cost of the new website.

CARRIED

7.7 Video Surveillance System at the Mary J. Branch

Moved by G. Sim
Seconded by E. Oxland

That staff be authorized to proceed with the installation of new video surveillance cameras at a total cost of \$6820 plus HST and that the project cost be found through savings in the 2025 library budget.

CARRIED

7.8 Council Report

- Municipal volunteer appreciation lemonade social at the end of June
- CAO Melinyshyn and Councillor Mink visited the Port Hope Community Hub as part of a ward 2 tour
- Installation of rural broadband in some parts of the rural area

8. **For Exploration**

- 8.1 Policy review and development
- 8.2 Implementation of strategic goals (2024-2027)
- 8.3 Partnership building with Friends of the Library
- 8.4 Hub Branch review

9. **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 personal matters about an identifiable individual including municipal or board employees (section 16.1 (4 b) at 5:47 pm.

Moved by: G. Sim
Seconded by: E. Oxland

BE IT RESOLVED that the Port Hope Public Library Board meet in closed session

CARRIED

The Library Board met in closed session to approve the minutes of the January 20, 2025 closed meeting. Information was reviewed and further action will be undertaken as approved.

10. **Correspondence, Communications & Comments**

The CEO reported on library events and operational items for early summer.

11. **Date of next PHPL meeting:**

Monday, September 8, 2025 @ 4:30 PM

Mary J. Benson Branch

Moved by: G. Sim

Seconded by: E. Oxland

BE IT RESOLVED that the Port Hope Public Library Board meeting adjourn at 6:22 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.