



**MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
Mary J. Benson Branch
31 Queen Street
Port Hope, ON
February 24, 2025 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; Gemma Sim, Trustee

Virtual attendance: Eleanor Elliott/Trustee

Absent with notification: Lyndsay Chapman/Trustee

Staff present: Margaret Scott, CEO; Susan Watkin, Library Services Manager; Rachael Irwin, Library Service Assistant and Ashley Jilesen, Library Services Assistant

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

- G. Sim and S. Jones Bouk

1.4 Appointment of timekeeper

- E. Oxland

2. Approval of the Agenda February 24, 2025

Moved by: G. Sim

Seconded by: S. Jones Bouk

Be it resolved that the agenda of February 24, 2025 be approved.

CARRIED

3. Consent Agenda

3.1. Approval of the board meeting minutes of the January 20, 2025 meeting

3.2 CEO Report

Moved by: G. Sim

Seconded by: S. Jones Bouk

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

CARRIED

4. Performance Measurement statistics as of January 31, 2025

Moved by: G. Sim

Seconded by: S. Jones Bouk

Be it resolved that the performance measurement statistics as of January 31, 2025 be received.

CARRIED

5. Presentation by library service assistants Rachel Irwin and Ashley Jilesen on the 2025 Ontario Library Association Conference

There was an informative exchange between the library staff and board members. Bob Wallace, Chairperson acknowledged the benefit of staff professional development and provided thanks and appreciation for the presentation.

6. For Discussion/Decision

6.1. Library operational policy development/approval/review

6.1.1 Friends of the Library Memorandum of Understanding

Moved by: G. Sim

Seconded by: S. Jones Bouk

The Board proposed some additions and revisions to the current document. As the Library Board's representative Eleanor Elliott identified the need to discuss responsibilities of the Friends of the Library (FOL) with members as part of this review process. She will lead this discussion at the next membership meeting of FOL and provide a follow-up report to the Board.

CARRIED

6.2 Hub Branch renovation

The CEO reported that construction is underway to renovate the lower level of the Port Hope Community Hub lower level for the arrival of a new public daycare service. Parks, Recreation and Culture staff are the project managers and will provide regular updates on the project to Port Hope Public Library staff.

6.2.2 Terms of reference for the Hub Branch review committee

There was extensive discussion regarding priorities for this committee using the approved terms of reference as a framework. These will be discussed along with short and long-term goals at the first meeting of the committee. Membership includes Eleanor Elliott, Gemma Sim and staff representatives Lisa King, Susan Watkin and Margaret Scott. There will be regular updates provided to the Library Board and the full staff complement.

6.4 Meeting schedules

The board approved a revised meeting schedule. Effective April 7, 2025 meetings will be held at 4:30 pm on the first Monday of each month excluding March, July, August and December. Special meetings may be called as required by the library board chairperson.

6.5 Port Hope Public Library Board Health and Safety Workplace policy statement

Moved by: G. Sim

Seconded by: S. Jones Bouk

That the 2025 Port Hope Public Library Health and Safety workplace statement be approved as presented and posted in the Mary J. Benson and Hub Branches.

CARRIED

6.6 2025 Ontario Library Association Trustee Bootcamp reports

The CEO provided some highlights and ideas in a written report to the Board. Gemma Sim provided a verbal overview which included reference to a need for a memorandum of understanding with our municipality and some new ideas related to recruitment of library board members/trustees.

6.7 Council report

- A new CAO for the Municipality of Port Hope will be announced soon.
- An external consultant has been retained to conduct a strategic plan process.
- Northumberland County Council has introduced the idea of single tier service delivery.

7. For Exploration

7.1 Policy review and development

7.2 Implementation of strategic goals (2024-2027)

7.3 Hub Branch review

8. Correspondence, Communication & Comments

9. Next Meeting Date and Adjournment

Monday, April 7, 2025

4:30 pm

Mary J. Benson Branch

Moved by G. Sim

Seconded by: S. Jones Bouk

That the board meeting adjourn at 5:50 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.