



**MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
Mary J. Benson Branch
31 Queen Street
Port Hope, ON
January 20, 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; Lyndsay Chapman, Trustee; Gemma Sim, Trustee

Absent with notification: E. Elliott, 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

- L. Chapman and S. Jones Bouk

1.4 Appointment of timekeeper

- H. Briant

2. Approval of the Agenda January 20, 2025

Moved by: L. Chapman

Seconded by: S. Jones Bouk

Be it resolved that the agenda of January 20, 2025 be approved as amended

CARRIED

3. Consent Agenda

- 3.1. Approval of the board meeting minutes of the December 16, 2024 meeting
- 3.2 Staff Report
- 3.3 CEO Report
- 3.4 Transfer of the monthly board account balance of \$36,555.28 as of December 31, 2024 to the Municipality of Port Hope

Moved by: L. Chapman

Seconded by: S. Jones Bouk

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

CARRIED

4. Performance Measurement statistics as of December 31, 2024

Moved by: L. Chapman

Seconded by: S. Jones Bouk

Be it resolved that the performance measurement statistics as of December 31, 2024 be received. There was a request for clarification regarding passive programming and the recording of wi-fi use.

CARRIED

5. Presentation to Erin Coulter for service to the Port Hope Public Library Board

B. Wallace provided comments regarding E. Coulter's four years (2020 -2024) on the Board and her contributions particularly as Vice-Chairperson. A book in her honour will be placed in the Port Hope Public Library collection.

6. For Discussion/Decision

- 6.1. Library operational policy development/approval/review
 - 6.1.1 Video surveillance policy

Moved by: L. Chapman

Seconded by: S. Jones Bouk

Be it resolved that the Video Surveillance Policy be approved in principle. Staff will provide an updated version for final review at the February board meeting.

CARRIED

6.2 Appointment of new vice-chairperson

E. Oxland was the sole nominee to fill this vacant position on the library board.

Moved by L. Chapman

Seconded by S. Jones Bouk

Be it resolved that Erin Oxland be acclaimed as the new vice-chairperson of the Port Hope Public Library Board for the balance of the board term of 2023-2026.

CARRIED

The CEO noted that the deadline for applications for the vacancy on the library board is March 3, 2025.

6.3 Terms of Reference for a Hub Branch Working Group

E. Elliott and E. Oxland presented draft terms of reference for the proposed 2025 strategic review of library service at the Port Hope Community Hub. The suggested revisions regarding composition, public input and a revised timeframe will be added to final document.

Moved by: L. Chapman

Seconded by: S. Jones Bouk

Be it resolved that the proposed terms of reference document for the review of the Hub Branch including a period of 6-12 months for study and review be approved as amended and further that the same template be considered as a guiding document for other Port Hope Public Library Board committees and/or working groups.

CARRIED

6.4 Subcommittee terms of reference

Included in item 6.3

6.5 2025 board work plan

This item was deferred to the next meeting of the Board.

B. Wallace, Chairperson left the meeting at 5:34 pm. E. Oxland, Vice-chairperson assumed the chair.

6.6 Meeting schedules

A proposed meeting schedule for the Finance Committee will be considered at an upcoming scheduled board meeting. The CEO will poll members regarding the best date for the February 2025 meeting. An administrative report will be prepared on the topics of preferred meeting week and the schedule of meetings for the balance of the year for discussion at the next board meeting.

6.7 2024 annual report for the Municipality of Port Hope

The draft copy was reviewed. It was agreed that information about highlights and successes throughout 2024 be added to the final copy.

6.8 Council report

- The Province of Ontario has announced the possibility of a nuclear generation system at Wesleyville
- The Municipality of Port Hope surplus land inventory has been completed. Next steps to be announced.
- Council will consider a new strategic plan once a new CAO is in place.

7.0 For Exploration

7.1 Policy review and development

7.2 Implementation of strategic goals (2024-2027)

7.3 Hub Branch operation

7.4 Loyalist College partnership

8. Closed session meeting

Be it resolved that the Port Hope Public Library Board proceed into closed session at 5:45 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) and a matter in respect of which a board or committee of a board may hold a closed meeting (schedule C. s. 24 (5) – section 16.1 (4g).

The Library Board met in closed session to approve the minutes of the December 20, 2024 closed meeting. Information was received and further action will be undertaken as appropriate. The meeting was adjourned at 6:00 pm.

9. Correspondence, Communication & Comments

10. Next Meeting Date and Adjournment

February date to be announced.

Moved by: L. Chapman

Seconded by: S. Jones Bouk

That the board meeting adjourn at 6:03 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.