



**MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
Mary J. Benson Branch
31 Queen Street
Port Hope, ON
May 12, 2025
(rescheduled from May 5, 2025)
4:30 p.m.**

Board Members Present: Bob Wallace, Chairperson/Trustee; Susan Jones Bouk, Trustee; Lyndsay Chapman, Trustee; Vicki Mink, Trustee/Councillor

Absent with notice: Heather Briant, Trustee; Erin Oxland, Trustee; Gemma Sim, Trustee; Eleanor Elliott, Trustee

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

Bob Wallace, Chairperson called the meeting to order at 4:30 p.m. noting a lack of quorum. The meeting would proceed without approved actions.

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

- Not required

1.4 Appointment of timekeeper

- Not required

2. Approval of the Agenda May 12

- Agreement that items on the agenda would be the basis for general discussion and items that required approval of action would be deferred until the June 2, 2025, meeting

2.1. Approval of the April 7, 2025 board meeting minutes (June 2/25)

2.2. CEO report for May 2025 (deferred until June meeting)

4. Performance Measurement statistics as April 30, 2025

- Copy to be consolidated with the May 2025 statistics

5. For Discussion/Decision

5.1 Port Hope Community Hub

5.1.1 Building renovation

- The CEO provided an update regarding the renovation of the lower level of the site and confirmed that the Hub Branch had reopened on May 12 after a six-week closure.

5.1.2 Hub branch review committee

- The link for the library survey has been posted to the library website. Committee members requested board member support and participation in distributing flyers, encouraging residents to complete the survey and possibly lead or participate in one of four different focus groups. As materials are checked out at Mary J. Benson library staff are asking patrons whether they are aware of our second branch in Canton. To date the responses, indicate that at least 80% of individuals are aware of the location of the Hub Branch.

5.2 Presentation to Municipality of Port Hope Council

- The CEO reported that the next possible council meeting date for a presentation would be June 17, 2025. Several suggestions for topics included the Hub Branch review, 2024 annual report and the Friends of the Library fundraiser for the refresh of the children's area at Mary J. Benson. Members interested in developing the 10-minute presentation are to contact the CEO.

5.3 Board vacancy update

- B. Wallace reported that interviews had been held at the end of April. A recommendation from the interview panel comprised of the chairperson, Susan Jones Bouk and the CEO has been forwarded for the consideration of Council at its council meeting on May 20 2025.

5.4 Video surveillance system for the Mary J. Benson Branch

- Following some general discussion the board requested that this staff report recommending the installation of a new video surveillance system be deferred for discussion by the full board at the June meeting.

5.5 Port Hope Public Library website proposal

- Board members offered comments and asked questions related to the staff report and the recommendation of a new website developed by Sandbox Software Solutions. Staff was asked to obtain additional information regarding initial and projected future costs as well as any additional input from other public libraries with the same web system. This item will be included on the agenda of the June meeting.

5.6 Council report

- Information session on the Strong Mayors, Building Homes Act for councillors, staff and the general public. June 3 at 4 pm in the Council Chambers.
- Council notice of motion regarding review of ward structure including voting for a deputy-mayor
- Michael Melinyshyn begins the job of CAO on June 2, 2025
- 2 Port Hope Youth have been appointed to serve in youth councillor positions

6. For Exploration

6.1 Policy review and development

6.2 Implementation of strategic goals (2024-2027)

6.3 Partnership building with Friends of the Library

6.4 Hub Branch review

7. Correspondence, Communication & Comments

8. Next Meeting Date and Adjournment

Monday, June 2, 2025

4:30 pm

Mary J. Benson Branch

The meeting ended at 4:45 pm.

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.