



**MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
Mary J. Benson Branch
31 Queen Street
Port Hope, ON
October 21, 2024
4:30 p.m.**

Board Members Present: Bob Wallace, Chairperson/Trustee; Erin Coulter, Vice-Chairperson/Trustee; Erin Oxland, Trustee; Heather Briant; Trustee; Susan Jones Bouk, Trustee; Gemma Sim, Trustee; L. Chapman, Trustee; Vicki Mink, Trustee/Councillor

Absent with notification: E. Elliott, Trustee
Staff present: Margaret Scott, CEO

Bob Wallace, Chairperson called the meeting to order at 4:35 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

- V. Mink regarding Item 5.7 Loyalist College meeting

1.3. Appointment of steering committee

- L. Chapman and G. Sim

2. Approval of the Agenda October 21, 2024

- Moved by: L. Chapman Seconded by: G. Sim

Be it resolved that the agenda of October 21, 2024 be approved.

CARRIED

3. Consent Agenda

- 3.1. Approval of the board meeting minutes for the September 16, 2024 meeting

- 3.2 Staff Report
- 3.3 CEO Report

Moved by: L. Chapman

Seconded by: G. Sim

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

CARRIED

4. Performance Measurement statistics as of September 30, 2024

Moved by: G. Sim

Seconded by: E. Elliott

Be it resolved that the performance measurement statistics as of September 30, 2024 be received.

CARRIED

5. For Discussion/Decision

- 5.1.1 Intellectual Freedom policy
- 5.1.2 Privacy policy

Moved by: L. Chapman

Seconded by: G. Sim

Be it resolved that the Intellectual Freedom and privacy policies be approved as presented.

CARRIED

5.2 Finance report for the period September 1 to October 18, 2024

- Library operating budget is on target for the end of Q3.
- Library board account balance is \$56,639.42 as of October 18, 2024.

Moved by L. Chapman

Seconded by: G. Sim

Be it resolved that the board account balance of \$55,639.42 be transferred to the Municipality of Port Hope

CARRIED

5.3 Budget 2025 update

The CEO advised that the draft 2025 Port Hope Public Library budget approved at the October 8, 2024 budget meeting would be presented at the Municipality of Port Hope Council Committee of the Whole meeting on October 22, 2024.

5.4 Friends of the Library Update

The CEO gave a report of the very successful vintage costume display on October 19/20.

5.5 Staff appreciation

Board members will be advised of the confirmed date for this annual event.

5.6 Ontario Library Service Virtual Conference for Library Board

Gemma Sim and Erin Oxland expressed interest.

5.7 Meeting with Loyalist College

V. Mink left the meeting at 5:08 pm. B. Wallace advised of a meeting with Loyalist representatives including the President on October 29, 2024. An update will be provided at the November board meeting. V. Mink rejoined the meeting at 5:15 pm.

5.8 Council report (V Mink)

- Procedural and budget 2025 on-line surveys
- Council will start to focus on a new strategic plan

6.0 For Exploration

6.1 Policy review and development

6.2 Long range financial plan

6.3 Hub Branch operation

6.4 Loyalist College partnership

6. Correspondence, Communication & Comments

There was some discussion about creating a survey for distribution to rural residents at the 5th Line transfer station. E. Oxland and E. Coulter expressed interest.

9. Next Meeting Date and Adjournment

November 18, 2024 @ 4:30 p.m.

Mary J. Benson Branch

Moved by: L. Chapman

Seconded by: G. Sim

That the board meeting adjourn at 5:40 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.