



**MEETING MINUTES  
PORT HOPE PUBLIC LIBRARY BOARD MEETING**

**November 16, 2022 @ 4:00 p.m.  
Mary J. Benson Branch**

Board Members Present: Jennifer Keyes, Chairperson/Trustee; Kathy Dennis, Vice-Chairperson; Carol Ann Moore Ede, Trustee; Lyndsay Caine, Trustee; Bob Wallace, Trustee; Erin Coulter, Trustee; Will Lambert, Trustee

Staff present: Margaret Scott, CEO; Lori Altman, Recording Secretary

Guest: David Baxter, Director of Finance Municipality of Port Hope

Jennifer Keyes, Chairperson called the meeting to order at 4:00 p.m.

**1. Introductory Remarks**

- 1.1 Focus items for this meeting
  - Financial Report and Budget
  - Legacy Plan
- 1.2 Declaration of conflict of interest
  - None
- 1.3 Appointment of steering committee
  - W. Lambert and B. Wallace

**2. 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.

**3. Approval of agenda, minutes and measurement statistics November 16, 2022**

- 3.1 Agenda

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the agenda of November 16, 2022 be approved.

**CARRIED**

3.2 Approval of October 27, 2022 Board meeting minutes

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the minutes of the October 27, 2022 Board meeting be approved.

**CARRIED**

3.3 Performance measurement statistics as of October 31, 2022

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the performance measurement statistics as of October 31, 2022 be received.

**CARRIED**

**4. Items for Discussion/Decision**

4.1 Financial Statement for 2021 (D. Baxter)

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the Port Hope Public Library Financial Statements for the year ended December 31, 2021 be received.

**CARRIED**

4.2 Staff report

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the Staff report be received.

**CARRIED**

4.3 CEO report

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the CEO report be received.

**CARRIED**

4.4 Board legacy plan (J. Keyes)

A copy of the final legacy plan will be forwarded to new board members.

#### 4.4.1 Board evaluation

- Discussion of issues and strategic directions. A summary will form part of the information package for the incoming board.

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the Board evaluation report be received.

**CARRIED**

#### 4.4.2 Strategic plan status report

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the Port Hope Public Library Board approve in principle the strategic plan and its directions. A copy will form part of the orientation package for the new board.

**CARRIED**

#### 4.4.3 Service delivery review implementation

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the Port Hope Public Library Board approve the service delivery review implementation plan.

**CARRIED**

#### 4.5 Budget 2033 (final draft)

Moved by: W. Lambert

Seconded by: B. Wallace

Be it resolved that the draft 2023 Port Hope Public Library budget be approved.

**CARRIED**

#### 4.6 Friends of the Library memorandum of understanding

- Review document and return with any changes and updates

#### 4.7 Library board appointments update

- Deadline for applications is November 25<sup>th</sup>
- Current board remains in place until the 2022-2026 board is appointed by Council.

#### 4.8 2022 staff recognition

- December 14<sup>th</sup> at 8:30 am at the M.J. Benson Branch

#### 4.9 Trustee engagement – new streaming service at Port Hope Public Library

- Hoopla video

**5. For Exploration and Development**

- 5.1 Library service review recommendations
- 5.2 Board orientation

**6. Question period**

**7. Items for Next Agenda**

- 7.1 2023 budget report
- 7.2 Council appointments to boards
- 7.3 Meeting schedule for first quarter 2023

**8. Next meeting**

**December 21, 2022**

**4 p.m.**

**Mary J. Benson Branch**

Moved by: W. Lambert

Seconded by: E. Coulter

**That the meeting be adjourned at 6:00 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.***