



**MEETING MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
Mary J. Benson Branch
31 Queen Street
Port Hope, ON
September 16, 2024
4:00 p.m.**

Board Members Present: Bob Wallace, Chairperson/Trustee; Erin Coulter, Vice-Chairperson/Trustee; Eleanor Elliott, Trustee; Erin Oxland, Trustee; Heather Briant; Trustee; Gemma Sim, Trustee; Vicki Mink, Trustee/Councillor

Absent with notification: Susan Jones Bouk, Trustee; L. Chapman, Trustee
Staff present: Margaret Scott, CEO

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 E. Elliott

2. Approval of the Agenda September 16, 2024

- Moved by: G. Sim Seconded by: E. Elliott

Be it resolved that the agenda of September 16, 2024 be approved.

CARRIED

3. Consent Agenda

3.1. Approval of the June 19, 2024 board meeting minutes

- 3.2 Staff Report
- 3.3 CEO Report

Moved by: G. Sim

Seconded by: E. Elliott

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

CARRIED

4. Performance Measurement statistics as of August 31, 2024

Moved by: G. Sim

Seconded by: E. Elliott

Be it resolved that the performance measurement statistics as of August 31, 2024 be received.

CARRIED

5. **For Discussion/Decision**

- 5.1. Library operational policy development
 - 5.1.1 (updated) Rules of Conduct (Public Relations/PR-1)

Moved by: G. Sim

Seconded by: E. Elliott

Be it resolved that Rules of Conduct (Public Relations/PR-1) be approved as revised.

CARRIED

5.2 Annual renewal of the lease for the Port Hope Community Hub Branch

Moved by: G. Sim

Seconded by: E. Elliott

Be it resolved that the lease for the Port Hope Community Hub Branch be renewed for the period August 2024 to August 2025.

CARRIED

5.3 Friends of the Library update (E. Elliott)

- Ongoing 2 year fundraising campaign is nearing its initial goal of \$10,000
- Trunk Sale on September 21
- Historical costume display fundraiser on October 19 and 20 during open hours at the Mary J. Benson Branch

5.4 2024 Ontario Library Virtual Conference for Library Boards (October 24)

Received for information.

5.5 Budget 2025

- Trustees reviewed the preliminary draft excluding staffing costs which had not been reviewed by the Finance Department. A special meeting to consider the

full budget was confirmed for October 8, 2024.

5.6 Presentation to Municipality of Port Hope Council

A request for a date prior to the 2025 Library Board budget presentation on October 22, 2024 will be forwarded to the Municipal Clerk. Focus will be on the successes of summer 2024 and well as metrics for the year-to-date. Presenters to be determined.

5.7 Fall 2024 meeting dates

The Board confirmed the dates of meetings for the balance of 2024 as October 21, November 18 and December 16.

5.8 Council report (V Mink)

- An invitation will be extended to Councillor Toms for an overview of library services at Port Hope Public Library
- Reference to the Northumberland County Growth Plan
- Municipality's survey re the 2025 budget

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

- Library closed for staff training and development on September 20
- Branches closed for National Day for Truth and Reconciliation on September 30
- Ontario Public Library Week (October 20- 27)

9. Next Meeting Date and Adjournment

October 21, 2024 @ 4:30 p.m.

Mary J. Benson Branch

Moved by: G. Sim

Seconded by: E. Elliott

That the board meeting adjourn at 5:30 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.