



**MEETING MINUTES**  
**PORT HOPE PUBLIC LIBRARY BOARD MEETING**  
**Mary J. Benson Branch**  
**June 19, 2024 @ 4:00 p.m.**

Board Members Present: Bob Wallace, Chairperson/Trustee; E. Coulter, Vice-Chairperson/Trustee; Eleanor Elliott, Trustee; Erin Oxland, Trustee; G. Sim, Trustee; Vicki Mink, Trustee/Councillor

Absent with notification: Susan Jones Bouk, Trustee; L. Chapman, Trustee; Heather Briant, Trustee

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

Guest: Dale Hoard-Owner of MicroAge Technology Solutions, Belleville, Ontario

Bob Wallace, Chairperson called the meeting to order at 4:02 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**

- E. Coulter and E. Elliott

**2. Approval of the Agenda June 19, 2024**

- Add item 6.3 Financial report January to May 2024
- Add item 6.7 Update of items under consideration

Moved by: E. Coulter

Seconded by: E. Elliott

Be it resolved that the agenda of June 19, 2024 be approved as amended.

**CARRIED**

### 3. **Trustee Engagement**

Dale Hoard, owner of MicroAge Technology Solutions, Belleville, Ontario provided an overview on cyber security and a discussion on the types of services related to security provided by the firm as the information technology service provider to Port Hope Public Library. MicroAge maintains the security on a device level, network level and all staff Microsoft 365 accounts.

### 4. **Consent Agenda**

- 4.1. Approval of the May 15, 2024 board meeting minutes
- 4.2 Staff Report
- 4.3 CEO Report
- 4.4 Transfer of the monthly library board account balance of \$20, 035.66 as of May 31, 2024 to the Municipality of Port Hope

Moved by: E. Coulter

Seconded by: E. Elliott

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

**CARRIED**

### 5. Performance Measurement statistics as of May 31, 2024

Moved by: E. Coulter

Seconded by: E. Elliott

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

**CARRIED**

### 6. **For Discussion/Decision**

- 6.1. Library operational policy development
  - 6.2.1 Rules of Conduct (Public Relations/PR-1)
    - Further review of photography statement
  - 6.2.2 Workplace Code of Conduct (Human Resources – 1-40)

Moved by: E. Coulter

Seconded by: E. Elliott

Be it resolved that policies PR-1 and HR-1-40 be approved in principle.

**CARRIED**

#### 6.3 Budget 2024 update and 2025 budget development

- Finance report distributed
- Expenses to come
- Finance committee will meet during the summer

Moved by: E. Coulter

Seconded by: E. Elliott

Be it resolved that the financial report be accepted as presented.

**CARRIED**

6.4 Friends of the Library update (E. Elliott)

- Ongoing fundraising campaign
- New banner being made
- Trunk Sale in September; tickets will be sold for \$30 per spot
- Car Tour Scavenger Hunt tentatively planned for 2025

6.5 2023 annual report to municipal council (July 9, 2024)

- Discussed presentation
- Focus on library's impact on the community

6.6 Council report (V. Mink)

- By-election of Ward 2 completed. New councillor sworn in.
- Focus on the Northumberland County Growth Plan

6.7 Update of items that are under consideration

- Will meet with L. Caine next week to make changes on strategic plan
- Start transition to new staff position with a rollout of the strategic plan
- Will be in contact with Loyalist College in the fall to discuss future partnership
- Update from OLS that the Ontario Ministry of Education has eliminated funding from school libraries

**7. For Exploration**

7.1 Board orientation and training

7.2 Budget 2025

7.3 Policy review and development

**8. Correspondence, Communication & Comments**

**9. Next Meeting Date and Adjournment**

September 18, 2024 @ 4 p.m.

Mary J. Benson Branch

Moved by: E. Coulter

Seconded by: E. Elliott

That the board meeting adjourn at 5:40 pm.

**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.***