

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Wednesday May 12th, 2010, 6:00 p.m.

Port Colborne Public Library Atrium

ATTENDANCE

BOARD : D. Miller, C. MacMillan, J. Sammut, S. McLean,
J. Tomiuck, T. Cobain,

STAFF : J. Parry,

REGRETS : R. Heil, P. Senese, D. Shibley, A. Desmarais,
B. Steele,

- 1) **INVOCATION**
- 2) **CHAIRPERSON'S REMARKS**
- 3) **APPROVAL OF AGENDA**

MOVED BY **C. MacMillan** SECONDED BY **J. Tomiuck**

That the agenda for the May 12th, 2010 meeting be adopted as circulated. Carried.

- 4) **DECLARATION OF CONFLICT OF INTEREST** - none
- 5) **DELEGATIONS** - none
- 6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **S. McLean** SECONDED BY **J. Sammut**

That the minutes for the March 31st, 2010 meeting be adopted as circulated. Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

a) **Cultural Block**

The director reported that the Port Colborne Historical and Museum Board passed a motion supporting the Cultural Block initiative as follows:

MOVED Jack Roy SECONDED Cheryl MacMillan

That the Port Colborne Historical and Museum Board shall support the initiative and work with the Library Board to cooperatively develop a plan in respect of joint use of facilities, connectivity, shared services and other endeavors to benefit the Museum/Archives and Library but not so as to interfere with governance or autonomy of each other.

8) **AGENDA ITEMS**

a) **Collection Materials Budgets**

Summary of Board motions and practices: The library's portion of Development Charges funds received in each year is to be budgeted to be expended in the following year on Library Collection Materials. This amount is over and above the amount allocated to Library Collection Materials in the operating budget. For budgeting purposes, the figure used is the amount collected as of November 1st. Therefore, each year there is a small surplus.

The Director recommended that the 2010 budget for collection materials (books, dvds, cds, talking books, periodicals, microfilm) be topped up with funds currently in the Development Charges Reserves.

MOVED BY **C. MacMillan** SECONDED BY **J. Tomiuck**

That the 2010 operating budget amount for Collection Materials (which includes a \$7,000 transfer from Development Charges Reserves) be supplemented by an additional \$5,000 financed from the library's Development Charges Reserves. Carried.

b) Bill 168

Review of requirements of Bill 168, *An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters*. City staff is developing the required policies, programs, measures and procedures with regard to Workplace Violence and Harassment.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report

Review of press coverage of programming at the Library.

MOVED BY **J. Sammut** SECONDED BY **T. Cobain**

That the Public Relations report be received for information purposes. Carried.

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report

a) Upcoming Events

Retirement open-house for Virginia Christenson Monday May 31st, 5-8pm.

Opening of art exhibit by Port Colborne artist Larry Rosnuk Thursday May 13th

b) Accessible Customer Service Handbook

c) Occupational Health and Safety Policy – revised.

Review of City of Port Colborne Occupational Health & Safety Policy.

d) HST – review for information

e) Budgets 2010

The Library's 2010 operating and capital budgets have now been approved by council as submitted by Treasurer Peter Senese.

MOVED BY **J. Sammut** SECONDED BY **T. Cobain**

That the Director's Report be accepted for information purposes. Carried.

Circulation Report - none

11) BOARD MEMBER'S ITEMS

- Chair Derek Miller suggested that the director reduce the number of copies made of items in the board member packages.
- Members discussed the wording of a blanket motion to adopt city policies pertaining to Occupational Health and Safety legislation

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING Wednesday June 9th or 16th, 2010

14) ADJOURNMENT

MOVED BY **C. MacMillan** SECONDED BY **J. Sammut**

That the meeting be adjourned. Carried.

