

INAUGURAL MEETING MINUTES
PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

The first regular meeting of the Port Colborne Public Library Board for 2011 was held on Wednesday February 23rd, 2011 at 6:00 pm in the Library Auditorium.

ATTENDANCE

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

STAFF: J. Parry

REGRETS: R. Heil, P. Senese, B. Steele

1) CALL TO ORDER *The Director of Library Services presided over the meeting until the Chair was elected.*

2) INVOCATION – J. Parry

3) ELECTIONS

Jennifer Parry, Director of Library Services, called for nominations for the positions of Chairperson and Vice-chairperson.

MOVED BY J. Sammut **SECONDED BY** T. Cobain that Derek Miller be appointed as Chairperson of the Port Colborne Public Library Board.

There being no further nominations, Mr. Miller was declared Chairperson

MOVED BY D. Miller **SECONDED BY** J. Tomiuck that Janice Sammut be appointed as Vice-chairperson of the Port Colborne Public Library Board.

There being no further nominations, Janice Sammut was declared Vice-chairperson

4) CHAIRMAN'S REMARKS

Derek Miller welcomed Board members and staff. Director, Jennifer Parry noted that Assistant Librarian Susan Therrien was present at the meeting to assist with the electronic presentations that will hopefully help to reduce paper.

5) ADOPTION OF REGULAR AGENDA

As several board members had other commitments at 7:00pm, Agenda item d) Virtual Tour and the Director's Report were tabled to the next meeting.

MOVED BY J. Sammut SECONDED BY B. Steele

That the agenda for the February 23rd, 2011 meeting be adopted as amended.

Carried.

REGULAR AGENDA

- 1) **DECLARATION OF CONFLICT OF INTEREST** - none
- 2) **MINUTES** - Wednesday December 8th, 2010

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

That the minutes for the December 8th, 2010 meeting be adopted as circulated.
Carried.

- 3) **BUSINESS ARISING FROM THE MINUTES** - none
- 4) **AGENDA ITEMS**

a) 2011 Operating Budget Status

The Director relayed the request from City Treasurer Peter Senese to review the operating budget and provide reductions in costs and/or services as per direction from Council. The Board reviewed the report the Director submitted to the Treasurer which suggested scenarios for reductions in the area of Part Time Salaries and Wages and service reductions in Children's Programming.

The Board suggested that the Director contact the city's Community Partnership Coordinator, Sandy Pilot to inquire about sponsorship to defray the cost of the entertainer for the children's summer reading club party. Another suggestion was to post a "wish list" on the web site asking for donations towards the children's programme.

b) Vandalism Incident

The Director reported on a vandalism which occurred in the Library in January and the new procedures put in place to deter further incidents. The Board requested that the Director look into the cost of video surveillance.

c) Date of Meetings

MOVED BY **J. Sammut** SECONDED BY **J. Tomiuck**

That the following procedure concerning conduct of meetings be adopted by the Board and be incorporated into the Board Governance Policy:

3.3 Conduct of Meetings

3.3.1 Location and Time of Meeting

Board meetings shall normally be held at the Port Colborne Public Library on the first Wednesday of each month from January to December, or at the call of the Chairperson. Meetings will normally commence at 6:00 p.m.

- Public Libraries Act, R.S.O. 1990, c. P. 44, s.16(1), 20(e) Carried.

d) Virtual Tour – tabled to next meeting

- 5) **COMMITTEE REPORTS**
- 6) **ADMINISTRATIVE BUSINESS**
Correspondence

Public Relations Report

The majority of the following material was presented to the Board in electronic format from the library website : City Hall News, John Ballin art exhibit press, Income Tax Clinic, March Break Activities, Family Literacy Day activities, PA day crafts, Art in the Atrium.

MOVED BY **C. MacMillan** SECONDED BY **T. Cobain**

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

Chief Executive Officer's Report
Treasurer's Report

Director's Report – tabled to next meeting

- a) Ontario Library Association Conference
- b) OLBA membership
- c) Provincial Funding Model
- d) Media Room
- e) Board vacancies

Circulation Report

- a) 2010 report

The Board reviewed statistics for library use in 2010. Highlights of the report found that in 2010 the circulation of materials had increased by 25% over the previous year. In-person visits to the library in 2010 were up by 11% over 2009 and 2010 use of the library's computers had increased by 9% over 2009.

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

That the Circulation Report for 2010 be received for information purposes.
Carried.

- 7) **BOARD MEMBER'S ITEMS**

Janice Sammut requested that library staff conduct in house instruction for the public on downloading e-books

- 8) **NOTICES OF MOTION**
- 9) **DATE OF NEXT MEETING**

As it was necessary to cut the meeting short, the Board decided to meet again in one week on **Wednesday March 2nd, 2011** at 6:00 pm in the library auditorium.

- 10) **ADJOURNMENT**

MOVED BY **T. Cobain** SECONDED BY **C. MacMillan**

That the meeting be adjourned. Carried.