

# MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Wednesday December 8<sup>th</sup>, 2010 - 6:00 p.m.

Port Colborne Public Library Atrium

## ATTENDANCE

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

**STAFF:** J. Parry,

**REGRETS:** R. Heil, B. Steele, S. McLean, P. Senese

1) **INVOCATION** delivered by Cheryl MacMillan

## 2) **CHAIRPERSON'S REMARKS**

The Chair reported on the workshop he attended with library staff on Violence and Harassment in the workplace.

## 3) **APPROVAL OF AGENDA**

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

*That the agenda for the December 8<sup>th</sup>, 2010 meeting be adopted.* Carried.

4) **DECLARATION OF CONFLICT OF INTEREST** - none

5) **DELEGATIONS** - none

## 6) **MINUTES OF THE PREVIOUS MEETING**

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

*That the minutes for the meeting be adopted as circulated.* Carried.

7) **BUSINESS ARISING FROM THE MINUTES** - none

## 8) **AGENDA ITEMS**

a) **Library Credits Report** – attached: Appendix A

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

*That the Port Colborne Public Library Board receives the report titled "Library Credits" as presented by the Director of Library Services.* Carried

b) **Service Ontario Report** – attached: Appendix B

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

*That the Port Colborne Public Library Board receives the report titled "Service Ontario" as presented by the Director of Library Services.* Carried.

c) **E-books Report** – attached: Appendix C

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

*That the Port Colborne Public Library Board receives the report titled "E-books" as presented by the Director of Library Services.* Carried.

- 9) **COMMITTEE REPORTS**
- 10) **ADMINISTRATIVE BUSINESS**  
Correspondence

**Public Relations Report**

The Board reviewed promotional material about activities for children planned for the 1<sup>st</sup> week of December and the 1<sup>st</sup> week of January, the library's "Mitten Tree" campaign, the library's section of the City Hall News, press coverage about the atrium exhibit featuring the work of Rey Baecher, and two book signings at the library featuring authors Liz Seger and Mark Dagenais.

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

**Circulation Report**

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

***That the Circulation Report for 2010 3<sup>rd</sup> quarter be received for information purposes.***  
Carried.

- 11) **BOARD MEMBER'S ITEMS**
- 12) **NOTICES OF MOTION**
- 13) **DATE OF NEXT MEETING – To be announced.**

- 14) **ADJOURNMENT**

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

***That the meeting be adjourned.*** Carried.

**LIBRARY CREDITS REPORT**

**Recommendation:**

That the Port Colborne Public Library Board receives the report titled “Library Credits”

**Background:**

**\$15 MILLION INVESTMENT IN ONTARIO PUBLIC LIBRARIES FROM THE ONTARIO MINISTRY OF CULTURE**

In 2009 Southern Ontario Library Service received \$15 million from the Ministry of Culture to be used in collaboration with Ontario Library Service-North “for the purpose of supporting public libraries’ efforts to provide equitable access to a range of digital information, community collections and services to Ontarians.” All libraries were eligible to participate in the Library Credit Program. A library credit is a designated amount of money for each library system which may be used for eligible expenditures. **All funds must be expended by December 31<sup>st</sup>, 2010.** Port Colborne Public Library’s credit allotment was in the amount of \$15,218.00. Post Project Report due March 31<sup>st</sup>, 2011.

**Report:**

After consultation with the Southern Ontario Library Service, other Ontario libraries, library board and staff, it was determined that Port Colborne Library could best satisfy the criteria addressing deficiencies in service to targeted “underserved” groups. Upgrading technology in the library’s present meeting room supports service delivery in the form of programming to all of these identified groups.

Equipment and configuration specifications were carefully designed with guidance and proven product recommendations from other libraries and from technical services personnel. Priorities include “ease of use” as the meeting room will be used by library staff and by untrained members of the public – switching between functions must be simple. Security is also an issue, as is potential for future upgrades. Installation will take place this December 12 and 13. A detail of credit disbursement follows.

**ELIGIBLE CATEGORY: LEARNING AND LITERACY FOR TARGET GROUPS**

**PURPOSE :** To acquire resources and / or develop special service areas that address the needs of underserved groups identified by the library such as newcomers, children, **youth** and youth at risk, **seniors, job seekers, small business**, marginalized communities, etc.

ELIGIBLE ITEMS UNDER LIBRARY CREDIT PROGRAM	DESCRIPTION OF ITEMS MEETING CRITERIA
GAMING HARDWARE / SOFTWARE Targeting youth and seniors	Nintendo Wii console, software, additional controllers, flat panel tv monitor to support programming targeting youth & seniors.
LAPTOPS FOR LENDING Targeting small business	Laptop to be loaned free of charge to small business groups for use in the meeting room with the library’s new audio visual system.
SPECIAL AREA DEVELOPMENT Targeting youth and seniors	Ceiling mounted projector, projection screen, ceiling mounted speakers, remote controls, system receiver, DVD/Blu Ray player, lockable media component cabinetry to support programming targeting youth & seniors.
SPECIAL AREA DEVELOPMENT Targeting job seekers	Computer and monitor dedicated to job-seekers with supporting software and links to employment sites and other resources

**ELIGIBLE CATEGORY: COLLECTIONS**

**PURPOSE:** To acquire / renew library collections in suitable formats to meet the needs of the community as identified by the library.

ELIGIBLE ITEMS UNDER LIBRARY CREDIT PROGRAM	DESCRIPTION OF ITEMS MEETING CRITERIA
ALL COLLECTIONS, ALL SUBJECT AREAS, ALL FORMATS	Balance of credits (approx. \$3,300) will be applied to collection development in areas of need as determined by library staff.

## **SERVICE ONTARIO REPORT**

### **Recommendation:**

That the Port Colborne Public Library Board receives the report titled “Service Ontario”

### **Background:**

The goals of the *ServiceOntario at Libraries Programme* and the *Services to Business Initiative* are to partner with Public and First Nations libraries to offer individuals, businesses and visitors across Ontario support and access to on-line government resources. The Port Colborne Public Library was asked to participate in the following manner:

- Provide access and assistance to on-line government programmes, information and services
- Provide periodic reports to ServiceOntario
- Spend the funding on eligible items
- Participate in teleconferences/training as required from time to time
- Display the [www.ServiceOntario.ca](http://www.ServiceOntario.ca) sign above our public access workstations

The library is entered into a two-year contract 2010 to 2012. **In exchange for participation, ServiceOntario provides \$500 per year for each of the programmes for a total of \$1,000.**

*Services to Business Initiative* - Eligible items for funding include advertising, publicity and promotional materials for ServiceOntario, high speed internet access, website upgrades to link to ServiceOntario, business resources in print, project specific training costs.

*ServiceOntario at Libraries Programme* - Eligible items for funding include high speed internet access, computer equipment, website upgrades to link to ServiceOntario, computer furniture and supplies, advertising, publicity and promotional materials for ServiceOntario, project specific training costs.

### **Report:**

The Port Colborne Public Library has met and continues to meet its obligations under the ServiceOntario programs described above.

<b>Programme</b>	<b>Description of items meeting eligibility criteria</b>
<i>ServiceOntario at Libraries Programme</i>	\$500 towards the cost of a public computer workstation
<i>Services to Business Initiative</i>	\$500 towards the annual cost of a high-speed internet connection (Bell)

## **E-BOOKS REPORT**

### **Recommendation:**

That the Port Colborne Public Library Board receives the report titled “E-books”.

### **Background:**

As part of the \$15 Million Investment in Public Libraries, Southern Ontario Library Service and Ontario Library Service – North have negotiated an agreement with OverDrive to provide a provincial collection of downloadable audio books and e-books until December 2011 to libraries serving fewer than 100,000 populations. Audio books have been available for approximately one year. On November 22, 2010 it was announced that e-book titles have been added to the provincial OverDrive collection. Ontario Library Service Download Centre has expanded to include almost 1400 e-books in Adobe EPUB and PDF formats and can be read on a dedicated e-book reader like the Sony Reader, Kobo or Nook and on most computers. A complete list of the supported readers can be found on the DownLoad Centre website (link on library webpage). The Port Colborne Public Library website and on-line catalogue have links to the DownLoad Centre.

Copyright restrictions prohibit download of e-books from a library workstation to a patron’s device. Downloading e-books can only be done from the patron’s home computer or laptop using their internet connection. This means that circulation occurs via the library’s website. The title will automatically expire off of the patron’s computer once the loan period is up (7 or 14 days). Therefore, there will be no overdue fines generated from the circulation of e-books. Patrons may place holds on e-books.

### **Report:**

Of the 1400 e-book titles shared by all eligible libraries, there is only one “copy” of each title available to be “borrowed” at any given time. This means hold queues will be long. There are opportunities to purchase additional copies through OverDrive Advantage. However, the cost is prohibitive. Once this funding ends in December 2011, the cost to subscribe to the OverDrive DownLoad Centre at this time is too costly for small libraries.

In response to the inadequate number of titles and the looming subscription costs, libraries in Niagara have met and are investigating the options of negotiating a consortium agreement with OverDrive. Representatives of Grimsby, Welland, Port Colborne and St. Catharines Public Libraries met on December 1, 2010.