

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday October 4<sup>th</sup>, 2011 - 6:00 p.m.  
Port Colborne Public Library Auditorium

**ATTENDANCE**                    **BOARD** : J. Tomiuck, T. Cobain, C. MacMillan, B. Steele  
**STAFF** : J. Parry, S. Therrien  
**REGRETS** : R. Heil, P. Senese, D. Miller, J. Sammut

### 1)     **INVOCATION**

2)     **CHAIRPERSON'S REMARKS** Trevor Cobain chaired the meeting.

### 3)     **APPROVAL OF AGENDA**

MOVED BY **B. Steele** SECONDED BY **C. MacMillan**

*That the agenda for the October 4<sup>th</sup>, 2011 meeting be adopted as circulated.* Carried.

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

5)     **DELEGATIONS** – none

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

MOVED BY **C. MacMillan** SECONDED BY **B. Steele**

*That the minutes for the September 6<sup>th</sup>, 2011 meeting be adopted as circulated.* Carried.

### 7)     **BUSINESS ARISING FROM THE MINUTES**

#### **a) Technology Conservation Fund Expenditures – revision**

At the time of the September meeting, the cost of the Main Network Server was estimated at between \$6,000 and \$7,000 including installation. Since that time, staff has found a different solution that will meet the library's requirements at a price of approximately \$3,500, including installation.

### 8)     **AGENDA ITEMS**

#### **a) 2012 Operating Budget**

The Director detailed the 2012 operating budget. Recommended increases come in well below the 1.5% guideline issued by Mr. Senese. Councilor Steele asked that the budget line "Transfer to Capital Fund" be restored to the \$80,000 amount.

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

*That the Library's 2012 operating budget be approved for submission to Treasurer Peter Senese.* Carried.

#### **b) Library Staff Training**

Library staff requires training in the use of fire extinguishers, fire drills, evacuation procedures, and review of the now completed fire safety plan. The training takes approximately 3 hours, delivered by Fire Services staff.

5C Service training is mandatory for all full time and part time employees of the City of Port Colborne. 3 components of the training have been developed. : 5C Service: an Overview, Telephone Communications and Etiquette, and Dealing with Violent and Difficult People. This training takes 3 to 4 hours and is delivered by Human Resources and Health and Safety staff.

It is difficult to get all library staff members together for training as there is only one day in a given week when there is a possibility that all full time staff are in the building at the same time – providing that no one is on vacations, or has the day off for Saturday.

The only day that all full-time staff will be available before the New Year is Wednesday November 30<sup>th</sup>, 2011. Available part-time staff can be scheduled to come in for the day. The Director recommended closing the library for the day.

MOVED BY **B. Steele** SECONDED BY **J. Tomiuck**

***That the Port Colborne Public Library close to the public on Wednesday November 30<sup>th</sup>, 2011 so that library staff can be trained in Fire Safety and 5C Service.*** Carried.

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

**Public Relations Report**

**a) Programming Flyer**

The Board reviewed the new programming flyer. The flyer is a compilation of all the current programming offered by the library and is copied from the existing material published on the website.

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

***That the Public Relations Report be accepted for information purposes.*** Carried

Chief Executive Officer's Report - none  
Treasurer's Report - none

**Director's Report**

- a) **South Niagara Arts and Culture Route Launch Oct 1<sup>st</sup>, Roselawn**
- b) **Project Bookmark – Oct 12<sup>th</sup>, Lock 8 Park 10:45 am.**

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

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

Circulation Report - none

- 11) **BOARD MEMBER'S ITEMS**
- 12) **NOTICES OF MOTION**
- 13) **DATE OF NEXT MEETING Tuesday November 8<sup>th</sup>, 2011 at 5:30pm**
- 14) **ADJOURNMENT**

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

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

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS  
TUESDAY NOVEMBER 8<sup>th</sup> 2011 AT 5:30 PM IN THE LIBRARY AUDITORIUM