

# MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Wednesday July 13<sup>th</sup>, 2011 - 6:00 p.m.  
Port Colborne Public Library Auditorium

## ATTENDANCE

**BOARD** : D. Miller, J. Sammut, J. Tomiuck,

**STAFF** : J. Parry, Stacey Hol

**REGRETS** : R. Heil, P. Senese, T. Cobain, C. MacMillan, B. Steele

- 1) **INVOCATION** delivered by the Chair
- 2) **CHAIRPERSON'S REMARKS** The meeting will be held in the absence of a quorum. Board members present shall adopt whatever motions they deem necessary. At a future meeting, with a quorum present, these motions can be considered and confirmed by ratification, which retroactively renders the decisions valid and correct.
- 3) **APPROVAL OF AGENDA**  
MOVED BY **J. Sammut** SECONDED BY **J. Tomiuck**  
***That the agenda for the July 13<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 **J. Tomiuck** SECONDED BY **J. Sammut**  
***That the minutes for the May 4<sup>th</sup>, 2011 meeting be adopted as circulated.*** Carried.
- 7) **BUSINESS ARISING FROM THE MINUTES**
  - a) **Materials Challenge Resolution**  
The Director reported on the resolution of the April incident involving a materials challenge and the deliberate destruction of library property. CEO Mr. Heil issued a no trespass letter to the individual as a result of a report to the Niagara Regional Police.  
  
MOVED BY **J. Sammut** SECONDED BY **J. Tomiuck**  
***That the Port Colborne Public Library Board receives the Director's report on the materials challenge situation, and further, that a procedure be developed which involves alerting upstairs staff of an emergency situation on the main floor.*** Carried.
- 8) **AGENDA ITEMS**
  - a) **Auditorium Chairs**  
Board members selected stacking chairs from the different samples acquired by the director.  
  
MOVED BY **J. Sammut** SECONDED BY **J. Tomiuck**  
***That the Library Board purchase 20 of the "Agility " padded chairs and 20 of the round backed "Reve" chairs in black plus 2 carts for stacking chairs for auditorium use for a total cost of \$3,839 before taxes.*** Carried.
  - b) **Date for meetings**  
MOVED BY **J. Tomiuck** SECONDED BY **J. Sammut**  
***That beginning in September 2011, meetings of the Library Board be held on Tuesdays.*** Carried.

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

**Public Relations Report**

The Director reported on the following recently held programmes and promotional efforts:

- May 12 / June 7 Library Downloads Seminars
- June 10 P.A.day Wii
- June 16 Father's Day Craft
- June 21 Niagara Birds Presentation
- One-on-One Computer Training
- Summer Reading Club
- Summer Activities
- City Hall News

MOVED BY J. **Sammut** 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 - none

**Circulation Report**

The 2<sup>nd</sup> Quarter report shows increases in the circulation of DVDs, in the use of the library's electronic databases, free wireless network and downloadable e-books. An approximate \$1,000 increase in revenue this quarter over the same quarter in 2010 is due to increased activity in the areas of auditorium rental, sign rental, capital donations and programme revenue. Library homepage hits, number of computer users and number of in-person visits to the library have all increased significantly over 2010 numbers.

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

***That the 2011 2<sup>nd</sup> Quarter Circulation Report be accepted for information purposes.***  
Carried.

- 11) **BOARD MEMBER'S ITEMS**
- 12) **NOTICES OF MOTION**
- 13) **DATE OF NEXT MEETING** Tuesday September 6<sup>th</sup>, 2011
- 14) **ADJOURNMENT**

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

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

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS  
TUESDAY SEPTEMBER 6, 2011 AT 6:00 PM IN THE LIBRARY AUDITORIUM