

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Wednesday October 6th 2010 - 6:00 p.m.

Port Colborne Public Library Atrium

ATTENDANCE

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

STAFF: J. Parry, R. Heil

REGRETS: A. Desmarais, P. Senese, S. McLean,

1) **INVOCATION** delivered by Derek Miller

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

That the agenda for the October 6th, 2010 meeting be adopted as circulated. Carried.

4) **DECLARATION OF CONFLICT OF INTEREST**

5) **DELEGATIONS** - none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the June 16th, 2010 meeting be adopted as circulated. Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

a) **Governance – Sign Rental**

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

That the Port Colborne Public Library Board accepts the Director's recommendation as follows:

That the following changes be made to procedures involving rentals of the King Street sign:

The following City events shall have standing reservations: *Flavours of Niagara, Sports Fest, Canal Days, Christmas Parade, Museum Pie Social, and Museum Grand Old Christmas Festival.* Additional events may be added to this list from time to time.

And further that the King Street Sign Rental Policy be revised as follows:

King Street Sign Rental Policy

The Port Colborne Public Library generates revenue through rental of its illuminated King St. sign.

The rental rate shall be reviewed at the end of each fiscal year with changes (if any) effective January 1st of the next year.

Rental dates are reserved on a first come, first served basis except in the case of standing reservations for Library, Museum and City events. Reservations may be made up to one year in advance.

Priority shall be given to Port Colborne businesses and agencies and those groups serving the residents of Port Colborne.

Messages are changed each Monday evening.

Messages posted on the sign do not necessarily reflect the views and opinions of the Port Colborne Public Library Board, nor does the presence of a message on the sign imply the Library Board's approval or endorsement of its content.

The Board directs the policy as follows : The library will not post any message that may be reasonably construed to offend any member of the community in the opinion of the CEO or their designate, and further, they reserve the right to approve or deny any message thereto. Carried.

After careful consideration of factors such as the affordability of the sign to community groups, its prime location and popularity, and the library's real need to generate revenue, the Board reviewed the sign rental rate and agreed that it be raised from \$40 per side per week to \$50.

MOVED BY J. Sammut SECONDED BY J. Tomiuck

That the King St. sign rental rate be raised to \$50.00 per side per week effective January 1st, 2011. Carried.

8) AGENDA ITEMS

a) Bill 168 and Safety Issues – Status Report

The Director presented a report outlining the City initiated safety training and policy development that library staff has been participating in. In order that the library comply with Bill 168 (amendments to the Occupational Health and Safety Act), all staff are required to meet with the City's Health and Safety Coordinator to complete a risk assessment and receive workplace specific training. The Director recommended that the library close to the public for one morning to accommodate this assessment and training for all staff.

MOVED BY J. Sammut SECONDED BY J. Tomiuck

That the Port Colborne Public Library Board accept the status report regarding Bill 168 and health and safety issues as presented by the Director, and that the Board accept the Director's recommendation to close the library for risk assessment and staff training to comply with Bill 168. Carried.

b) Knowledge Ontario

The Director presented a report on the financial situation of Knowledge Ontario (a province wide initiative to provide electronic resources to Ontario residents – free of charge.) The Ontario Ministry of Culture has withdrawn its funding from Knowledge Ontario. Knowledge

Ontario has not been able to secure a sustainable operating model. Knowledge Ontario is requesting bridge funding from individual Ontario public libraries (including Port Colborne) to keep operating until June 2011.

Given that : a) the library has not made provisions in the 2010 budget for such a fee, b) the Southern Ontario Library Service with the support of the Ministry of Culture, has organized a consortium that will provide electronic resources to Public Libraries for free beginning January 1st, 2011, and, c) a large number of medium and small library Boards in Ontario have decided not to provide bridge funding, the Director recommended that the Board not provide bridge funding to Knowledge Ontario.

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

That the Port Colborne Public Library not provide bridge funding to Knowledge Ontario. Carried.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report

(a) Press

- Atrium Exhibit – Terry Nicholls photography
- Summer Reading Club
- “City Hall News” – library section October 2010

(b) Canadian Library Month

- Flyer celebrating Canadian Library Month by offering free seminars to patrons interested in learning how to use our online catalogue and electronic resources.

(c) Programming

- Films for Seniors brochure
- Children’s Activities for October 8 PA day.

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

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) Summer Reading Programme

The Director presented a report on the summer programme at the Library. A comparison of attendance over three reveals that registration for the Summer Reading Club has increased significantly. There is some community sponsorship for prizes and refreshments. However, since most programs are free, or charge only nominally the library has still not achieved its desired revenue neutral position for the summer programme. The Library needs to secure sponsorship for craft supplies and entertainment.

b) 2011 Budget Preparation

The Director reported that all departments had received instructions from Treasurer Mr. Senese regarding the preparation of the 2011 budgets. A detailed draft budget will be prepared for the November meeting of the Board

c) Archives Personnel Changes

Michelle Vosburgh was hired to replace Glenn Walker who resigned in July as Heritage Research Technician at the L.R.Wilson Heritage Research Archives.

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

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

Circulation Report

11) BOARD MEMBER'S ITEMS

Cheryl reported on the "Living Library" - an event whereby instead of checking out interesting books, patrons check out interesting people and have a discussion with them. Mrs. MacMillan suggested that the board start a file on the Living Library and contribute ideas each meeting. Some ideas that came out of the initial discussion involved the Living Library as a fundraiser, partnerships, and a Canal Days booth. Stratford Public Library has had events using the Living Library.

D. Miller reported that he had heard complaints from patron regarding the new three-week loan period.

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING Tuesday November 2nd, 2010

14) ADJOURNMENT

MOVED BY **Bill Steele** SECONDED BY **T. Cobain**

That the meeting be adjourned. Carried.

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS
TUESDAY NOVEMBER 2nd, 2010 AT 6:00 PM IN THE LIBRARY AUDITORIUM