

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday January 10th, 2012 – 5:30 p.m.
Port Colborne Public Library Auditorium

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

1) **INVOCATION** delivered by Bill Steele

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

That the agenda for the January 10th, 2012 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 **B. Steele**

That the minutes for the December 6th, 2011 meeting be adopted as circulated. Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

8) **AGENDA ITEMS**

a) Interlibrary Loan Limits – Councillor Steele

The Director presented a report on the interlibrary-loan service (ILLO) provided to Port Colborne library patrons. A library patron directed some concerns about the service to Councillor Steele.

ILLO service is funded by the provincial government and administered by the Southern Ontario Library Service. The infrastructure that makes this service possible includes a province-wide customized database and a dedicated courier service that runs between libraries. Individual libraries base procedural details such as loan limits on the staff resources available. These limits are guidelines only and staff members may use their discretion in increasing limits. A survey of other libraries in Niagara indicates that Port Colborne's loan limits are consistent with those of other libraries.

b) Organizational Chart

The Board reviewed a copy of the library's organizational chart. The Director of Library Services is the first in the "command channel" to deal with concerns / complaints from the staff or the public with regard to operational issues. 99% of issues can be resolved at this level. Next is the CEO, followed by the Board. Board members are reminded that they may direct concerns to the Director when approached by individuals.

c) Trends in Library use and Future Directions

The Director presented a preliminary report on circulation trends and library activity for the last 5 years. When complete, the report will help us allocate funds to materials and technologies for which there is a high demand and guide us in decisions about changing physical space requirements. The report is also the raw material for a meaningful advocacy tool that provides much needed information about the role of the library in the community. The next phase of the report will be presented at the February Meeting. Susan Therrien is to be commended for her efforts in compiling the report.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report .

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report

a) Health and Safety

The Director reported that now 4 of the 7 full-time employees at the library have been certified in Standard First Aid. The training was provided by Fire Services in the month of December 2011. Hopefully the rest of the staff will be trained in 2012.

b) Downloadable e-books

The library is now offering seminars to help people learn how to select, check out and download e-books and audio books from the Library site to their home computer and transfer them to a portable device such as an e-reader. The seminars are very popular and the library will offer them as long as there is a demand.

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

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

Circulation Report

11) BOARD MEMBER'S ITEMS

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING Tuesday February 7^h, 2012

14) ADJOURNMENT

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

That the meeting be adjourned. Carried.

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS
TUESDAY FEBRUARY 7th, AT 5:30 PM IN THE LIBRARY AUDITORIUM