



## Port Colborne Public Library Board

### MINUTES

6<sup>th</sup> Regular Board Meeting  
Tuesday, August 22, 2017, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
310 King St., Port Colborne, ON

---

**PRESENT:** Valerie Catton (*Vice Chair*), Jeanette Frenette, William Higgins, Bryan Ingram, Cheryl MacMillan, Councilor John Mayne

**STAFF:** Scott Luey, Susan Therrien

**REGRETS:** Harmony Cooper, Michael Cooper (*Chair*), Ann Kennerly

1) Valerie Catton, *Vice-Chair*, called the meeting to order at 6:00 p.m.

2) **Chairperson's Remarks**

Ms. Catton welcomed Board members and guest Tim McAvoy from *McAvoy, Belan and Insurance Brokers, Inc.*

3) **Approval of the Agenda**

Moved by B. Ingram,  
Seconded by W. Higgins,  
**That the agenda be adopted as circulated.**  
CARRIED.

4) **Declaration of Conflict of Interest**

None.

5) **Delegations**

None.

6) **Minutes of the Previous Meeting of Tuesday, August 22, 2017**

Moved by W. Higgins, seconded by B. Ingram,  
**That the minutes of the August 22, 2017 meeting be adopted as circulated.**  
CARRIED.



**7) Business Arising from the Minutes**

None.

**8) Agenda Items**

**i. Insurance Requirements—Presentation by Tim McAvoy, *McAvoy, Belan & Campbell Insurance, Ltd.***

Mr. McAvoy spoke to the Board about insurance requirements for individuals and various user groups who use the auditorium and other library space to conduct programs and hold meetings. He answered questions and explained procedures and costs.

Moved by W. Higgins,  
Seconded by C. MacMillan,

**That the insurance requirements presentation be received for information purposes.**  
CARRIED.

**ii. Recruitment of Librarian**

The Director updated the Board on the progress of the hiring of the Librarian and that interviews are scheduled for the first week of September.

**iii. Policy Review and Updates**

**a) Room Rental**

The Board discussed changes to the room rental policy and fee schedule but decided to defer final decision to the September 2017 meeting.

**b) Sign Rental**

The Board reviewed the *Sign Rental Policy* and agreed that the sign should only be used to promote library, City of Port Colborne, and community events. Commercial businesses may rent the sign only if they are promoting events that benefit the City (e.g., programs at Roselawn). The rental fee schedule was updated to include provision for profit and not-for-profit groups. Furthermore, the policy will be reviewed as



## Port Colborne Public Library Board

necessary rather than at year-end, and changes will be implemented immediately rather than January 1<sup>st</sup> of the following year.

Moved by B. Ingram,

Seconded by C. MacMillan,

**That the sign rental policy be amended to state that the policy will be reviewed and changes implemented as necessary; and,**

**That the sign rental policy be amended to the tiered rental fee schedule as per the Director's report.**

CARRIED.

### iv. Port Colborne Lions Outdoor Seating Area

The Director reported on a meeting with Chris Lee, *Acting Director of Engineering and Operations*, and David Beck, PC Lions President. She described changes made to the original plan to improve accessibility.

Moved by J. Frenette,

Seconded by B. Ingram,

**That the Director's Report on the Outdoor Seating Area be received for information purposes.**

Carried.

### v. Unattended Dogs on Library Property

The Director reported on unattended and tethered dogs on library property, and recommended an amendment to the current *Patron Code of Conduct Policy* to address this issue.

Moved by B. Ingram,

Seconded by Councilor Mayne,

**That the statement regarding dogs in the *Patron Code of Conduct Policy* (8.1.1) be amended to add clause (h) ii to Part 2 (*Conduct of Library Users*) as follows: "Dogs may not be left unattended or tethered on library property."**

CARRIED.

### vi. Colour Photocopier and Revision of Print Service Fee Schedule

The Director reported on the acquisition of a colour photocopier for public use.



## Port Colborne Public Library Board

Enhanced services will also include faxing and scanning. The Director presented information on current fees charged by Niagara Region libraries for their print services for comparison, and recommended a fee schedule.

**MOVED** by C. MacMillan, seconded by W. Higgins,  
**THAT THE FEE SCHEDULE FOR THE NEW PRINT SERVICES BE ACCEPTED.**  
**MOTION CARRIED.**

### 9) Committee Reports

None.

#### Accessibility Committee

The Accessibility Committee will arrange to meet to discuss policy and upgrades to the public washrooms.

### 10) ADMINISTRATIVE BUSINESS

#### Correspondence

None.

#### Public Relations Report

The Director presented a report on the new online registration service that allows library users to set up temporary library cards to place holds and access digital resources. She also shared a positive comment submitted by a visitor from Toronto who wishes that "...her library were like ours."

MOVED by B. Ingram,  
Seconded by Councilor Mayne,  
**That the Public Relations Report be received for information purposes.**  
CARRIED.

#### Director's Report

##### i. Port Colborne Lioness Donation of Chair for the Children's Room



## Port Colborne Public Library Board

The PC Lioness Club has purchased a chair for the Children's Room. The Director will arrange a formal presentation in September. Board members will be invited to attend.

### ii. Bicycle Repair Stand and Air-Pump

The Director reported that the library is a possible site for a bicycle repair stand and air-pump. Board member Ann Kennerly who is a member of the *Active Transportation and Advisory Committee* will report further at the September meeting.

### iii. Health and Safety

The Director reported that the City's *Health and Safety Coordinator* has arranged for a safety assessment of the library to be conducted in September. The assessment will be done at no cost to the library.

### iv. Signing Authority

The Director reported that signing authority forms have been updated to reflect the current Board and have been forwarded to the City for submission to the bank.

Moved by W. Higgins,

Seconded by C. MacMillan,

**That the updated signatories reflect the current Board members.**

CARRIED.

Moved by J. Mayne,

Seconded by B. Ingram,

**That the Director of Library Services' Report be received for information purposes.**

CARRIED.

### Circulation Report—2<sup>nd</sup> Quarterly Report for 2017

Moved by C. MacMillan,

Seconded by J. Frenette,

**That the Circulation Report for the 2<sup>nd</sup> Quarter of 2017 be received for information purposes.**

CARRIED.

## 11) Board Members' Items



None.

**12) Notices of Motion**

None.

**13) Date of the Next Meeting**

Tuesday, September 12, 2017, 6:00 p.m.  
Port Colborne Public Library, Auditorium  
310 King St., Port Colborne, ON

**14) Adjournment**

Moved by J. Frenette,  
Seconded by Councilor Mayne,  
**That the meeting be adjourned.**