



Port Colborne Public Library Board

5th Regular Board Meeting
Tuesday, July 18, 2017, 6:00 p.m.
Port Colborne Public Library, Auditorium

MINUTES

PRESENT: Michael Cooper, Valerie Catton, Harmony Cooper, William Higgins,
Bryan Ingram, Ann Kennerly, Councilor John Mayne
STAFF: Scott Luey, Susan Therrien
REGRETS: Jeanette Frenette, Cheryl MacMillan, Peter Senese

- 1) Mr. Cooper called the meeting to order at 6:05 p.m. The invocation was read.
- 2) **Chairperson's Remarks**
Mr. Cooper welcomed the new Director of Library Services, Susan Therrien.
- 3) **Approval of the Agenda**
MOVED by H. Cooper, seconded by V. Catton,
THAT THE AGENDA BE ADOPTED AS CIRCULATED.
MOTION CARRIED.
- 4) **Declaration of Conflict of Interest**
There were no declarations of conflict of interest.
- 5) **Delegations**
There were no delegations.
- 6) **Minutes of the Previous Meeting of Tuesday, May 9, 2017**
MOVED by B. Ingram, seconded by A. Kennerly,
THAT THE MINUTES OF THE MAY 9, 2017 MEETING BE ADOPTED AS CIRCULATED.
MOTION CARRIED.
- 7) **Business Arising from the Minutes**
There was no business arising from the minutes.



8) Agenda Items

a) Recruitment of Librarian

The Director reported that the position of Librarian was posted internally with deadline for application by internal applicants July 19, 2017. The Board discussed the phrasing of the education requirements for the position and made a recommendation for revision.

MOVED by B. Ingram, seconded by H. Cooper,

THAT THE BOARD RECOMMENDS A CHANGE IN THE WORDING OF THE EDUCATION REQUIREMENT OF THE LIBRARIAN'S JOB DESCRIPTION TO STATE THAT "PREFERENCE WILL BE GIVEN TO A CANDIDATE WHO HAS COMPLETED A M.L.I.S."

MOTION CARRIED.

b) Insurance Requirements

The Director reported on the insurance requirements for individual users and user groups conducting programs and/or using library space. The Director will invite Tim McAvoy, *McAvoy, Belan & Campbell Insurance Ltd.*, to attend the August 22, 2017 Board meeting to present further information and to answer questions.

c) Room Rental

The Director presented a draft *Room Rental Policy* and a report on fees charged by Niagara Region libraries for room rental. The Board discussed the reports and the possibility of adding provision for both profit and not-for-profit groups in the rental fee schedule.

d) Sign Rental

The Board reviewed the library's current *Sign Rental Policy* and discussed recommendations by the Director for changes to the rental fee schedule to include provision for profit and not-for-profit groups.

e) Upcoming and Outstanding Agenda Items

The Director presented a list of upcoming items including the budget and governance policy additions. The Board was updated on the progress of the PC Lions Club Outdoor Seating Area project, shelving and flooring



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projects, and improvement to accessibility (public washrooms, front doors).

MOVED by B. Ingram, seconded by W. Higgins,
**THAT THE AGENDA ITEMS INCLUDING CITY OF PORT COLBORNE
INSURANCE REQUIREMENTS, ROOM RENTAL DRAFT POLICY, SIGN RENTAL
DRAFT POLICY, AND UPCOMING AND OUTSTANDING AGENDA ITEMS BE
RECEIVED FOR INFORMATION PURPOSES.
MOTION CARRIED.**

9) **Committee Reports**

Accessibility Committee

The Director presented a draft policy to the Board for information purposes. Mr. Ingram reported on accessibility issues at the library.

10) **ADMINISTRATIVE BUSINESS**

Correspondence—None

Public Relations Report

The Director presented reports on children's summer programming, "Harry Potter Day," Canada 150 activities at the library, the Ride-to-Read program, and Google Tour implementation.

MOVED by B. Ingram, seconded by W. Higgins,
**THAT THE PUBLIC RELATIONS REPORT BE RECEIVED FOR INFORMATION
PURPOSES.
MOTION CARRIED.**

Director's Report

The Director reported on Health and Safety items (including procedures for staff working alone, installation of a mirror at the Information Desk, weeding of the front garden to improve visibility) and updates to Signing Authority.

MOVED by J. Mayne, seconded by B. Ingram,
**THAT THE DIRECTOR OF LIBRARY SERVICES' REPORT BE RECEIVED FOR
INFORMATION PURPOSES.
MOTION CARRIED.**



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Circulation Report—None

11) Board Members' Items

There were no items from the board members.

12) Notices of Motion

There were no notices of motion.

13) Date of the Next Meeting

Tuesday, August 22, 2017, 6:00 p.m.

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14) Adjournment

MOVED by Councilor Mayne, seconded by B. Ingram,
THAT THE MEETING BE ADJOURNED.