

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Wednesday March 3rd, 2010 - 6:00 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: D. Miller, C. MacMillan, J. Sammut, S. McLean,
T. Cobain,

STAFF: J. Parry

REGRETS: A. Desmarais, B. Steele, P. Senese, J. Tomiuck, D.
Shibley, R. Heil.

- 1) **INVOCATION** delivered by
- 2) **CHAIRPERSON'S REMARKS**
- 3) **APPROVAL OF AGENDA**

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

That the agenda for the Wednesday March 3rd, 2010 meeting be adopted as circulated.
Carried.

- 4) **DECLARATION OF CONFLICT OF INTEREST** - none
- 5) **DELEGATIONS** - none
- 6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **T. Cobain** SECONDED BY **S. McLean**

That the minutes for the January 12th, 2010 meeting be adopted as circulated. Carried.

- 7) **BUSINESS ARISING FROM THE MINUTES** - none
- 8) **AGENDA ITEMS**

a) 2010 Capital Budget

The Board reviewed the final draft of the Library's capital budget which incorporates projects discussed at the January meeting of the board.

MOVED BY **S. McLean** SECONDED BY **J. Sammut**

That the Port Colborne Public Library Board approves the 2010 Capital Budget and 5 year Capital Budget as presented. Carried.

b) Loan Period – Print Materials

The director presented a report concerning loan periods for print material. Port Colborne is one of few Public Libraries in Ontario with a 28 day loan period, 14 and 7 day loan periods for popular and new release materials. The recommendation to change the loan period to 21 days and eliminate the 14 day loan period was made to streamline circulation procedures and to provide consistency with the practices of other libraries. The length of the loan period has a direct correlation with circulation statistics. Consistency with other libraries means that Port Colborne's circulation statistics would be more relevant when compared annually with those of other libraries in the province.

MOVED BY **C. MacMillan** SECONDED BY **S. McLean**

That the Port Colborne Public Library Board change the loan period for print materials from 28 days to 21 days, that the 7-day loan period be retained and that the 14-day loan period be discontinued. Carried.

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

Public Relations Report

a) March Break

The Board reviewed the March Break flyer advertised on the website, in the quarterly newsletter and distributed to all schools in Port Colborne.

MOVED BY **J. Sammut** SECONDED BY **S. McLean**

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) Facebook page

In an effort to network library information to a different demographic – teens and non-users – the library will be mounting a Facebook Page. Staff member Stacey Hol submitted a proposal outlining the estimated time for initial set-up and on-going maintenance.

b) Co-op Student / Port Colborne High School

Monday March 1st to June 15th, 9 to 11am, Monday to Friday.

The student will assist staff with opening up the desk each day, will assist with March Break activities, will free-up full time staff for other tasks without cutting into part time hours, will assist with Facebook promotion/ideas and proposed teen mentoring program.

c) Grant Applications - Niagara Community Foundation Mini-grant Program \$500

The library will make application to this foundation to defray costs of entertainment for the summer reading club.

d) Pink Warriors

A group of Port Colborne Women dedicated to raising funds for cancer research in Ontario - Pat Roy organizer

- Sat Feb 13th – Valentine Gift Basket and Bake Sale

- Fri March 26th – Bake sale / garage sale

- Sat April 10 Sports card and collectible show

The Library provides the space and promotion – Pink Warriors get people in the door who would otherwise not visit the library.

MOVED BY **S. McLean** SECONDED BY **C. MacMillan**

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

Circulation Report - none

11) BOARD MEMBER'S ITEMS

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING Wednesday March 31st, 2010

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
Wednesday March 31st, 2010 AT 6:00 PM IN THE LIBRARY ATRIUM