

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday November 8th, 2011 5:30p.m.
Port Colborne Public Library Auditorium

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

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

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

That the agenda for the November 8th, 2011 meeting be adopted as circulated. Carried.

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

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

That the minutes for the October 4, 2011 meeting be adopted as circulated. Carried.

- 7) **BUSINESS ARISING FROM THE MINUTES**
- 8) **AGENDA ITEMS**

a) Capital Budget

The Director presented the Library's proposed 2012 Capital budget and 5 year capital forecast. Expenditures follow maintenance and replacement schedules as determined by the Board and adjusted as required. The Library's Capital budget has been adjusted to include \$30,000 in 2012 for cultural block improvements: external video surveillance of all library, museum and archives buildings on the block.

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

That the Port Colborne Public Library Board approves the 2012 capital budget as presented for submission to Treasurer Peter Senese. Carried.

b) Review of Rates

In response to Treasurer Peter Senese's request for proposed rate fee increases, the Director provided the Board with an analysis of the current fees charged by the library.

King Street Sign Rental

The rate was changed January 1st, 2011 from \$40 / per side / week to \$50 / side / week. This was an increase of \$25%. The majority of renters are non-profit organizations and small local businesses. In the last 8 years, the rate has doubled from \$25 to \$50. Some regular user-groups may be unable to rent the sign if the price continues to increase at this rate. The sign was donated to the library (and the community it serves) by the Port Colborne Lion's Club.

Auditorium Rental

The rate is currently \$25 for ½ day and \$45 for a full day. At this time demand for rental of the room is not such that an increase is warranted. For many community groups wishing to use the room, any fee would be prohibitive.

Fines for Overdue Materials

As of June 2010, Port Colborne Library's overdue fines and loan periods are in line with the practices of the majority of libraries in the Niagara Region. This consistency is helpful for library users and workers alike.

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

That the Port Colborne Public Library Board accept the Director's recommendation to maintain the current level of rental rates for the King Street Sign and the Auditorium for 2012, and further, that the current schedule of overdue fines and loan periods be maintained. Carried.

c) Holiday Hours of Operations

Children's programming scheduled in 2009 for the 3 days the library was open between Christmas and the New Year were very poorly attended and a poor use of staff resources. Consequently, no children's programming was planned for this period in 2010 or 2011. However, attendance has been high for programmes scheduled for the week following New Year's when the schools are still closed.

City Hall will be closed from 4:30 p.m. on Friday December 23rd until reopening on Tuesday January 3rd, 2012

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

That the Port Colborne Public Library be closed Saturday December 24th through Wednesday December 28th, 2011 and Monday January 2nd, 2012 in observance of Statutory Holidays and under the terms of the CUPE collective agreement, and that the library close at 3:00 p.m. on New Year's Eve day. Full-time staff working that day will use vacation time to make up for the early closing. Carried.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report.

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report

Health and Safety

The Director described some of the requirements of the Occupational Health and Safety Act. The Municipality, through the office of the Health and Safety Coordinator is absorbing the cost for the following training :

- Two library staff members sit on the City of Port Colborne Multi-workplace Joint Health and Safety Committee. Certification for this committee required each member receive 4

days of training in Niagara Falls.

- Four library staff members will each receive 2 days of training in 2011 to be certified in Standard First Aid. Hopefully, the rest of the staff will be trained in 2012.
- The Library will be closed on November 30th so that staff can receive training in fire safety and customer service.

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

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 DECEMBER 6th, 2012

14) ADJOURNMENT

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

That the meeting be adjourned. Carried.

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS
TUESDAY DECEMBER 6th, 2011, AT 6:00 PM IN THE LIBRARY AUDITORIUM