

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday September 6th, 2011 - 6:00 p.m.
Port Colborne Public Library Auditorium

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

1) **INVOCATION** delivered by D. Miller

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

MOVED BY T. Cobain SECONDED BY J. Sammut

That the agenda for the September 6th, 2011 meeting be adopted as circulated. Carried.

4) **DECLARATION OF CONFLICT OF INTEREST** - none

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY J. Tomiuck SECONDED BY C. MacMillan

That the minutes for the July 13th, 2011 meeting be adopted as circulated. Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

 a) Ratification of July 13th, 2011 motions.

MOVED BY C. MacMillan SECONDED BY J. Tomiuck

That the motions made at the inquorate board meeting of July 13th, 2011 be passed and adopted. Carried.

 b) **Emergency Procedures**

The Director presented a draft of the **Workplace Violence and Emergency Procedures: Panic Button** for the board to review. The Board felt that the procedure as presented does not go far enough to protect staff in all areas of the library. The Director was instructed to investigate the following additional measures: Locking out the elevator to the admin floor, installing locks and crash bars on doors leading off the admin floor, crash bars on the Elgin street doors, lockdown procedures and panic buttons in other areas in addition to the circulation desk. These improvements will need to be included in the 2012 budget.

8) **AGENDA ITEMS**

 a) **Technology Conservation Fund Expenditures**

The Technology Conservation Fund was established as part of the ten-year capital plan to accommodate upgrades to the rapidly changing and expanding computer technology. Rapidly changing technology and new media formats make it difficult to make accurate predictions about exactly when new hardware and software is required. Funds are required for two items in 2011.

Main Network Server Purchased in 2008, the main network server is now undersized for the library's expanding network, software upgrades and emerging technologies. It will not support a networked multifunctional device (photocopier / scanner / network printer / fax). The existing server can be shifted into another role as server for PC Reservations and patron print management. The cost will be between \$6,000 and \$7,000 including

taxes and labour for configuration. *Estimated life - 3 to 4 years as main network server.*

Networked Multifunctional Device (photocopier / scanner / network printer / fax)

Currently, 7 staff members use 3 laser printers with an annual toner cost of approximately \$1,030. Other peripherals in use include a stand-alone fax and a scanner.

The replacement cost for suitable printers ranges between \$400 and \$600. During the office renovation in 2009, phone, computer cabling, and electrical wiring were installed to accommodate this device. Treasurer Peter Senese has reviewed the 3 options and is in agreement that the most cost effective option is to purchase.

The options in summary:

- 1) **Purchase** at a one-time cost of \$2,000, annual cost \$660 (service, toner, copies)
- 2) 2 year **Lease** for \$1,120 per year + annual cost of \$660
- 3) **Maintain current practices** at an annual cost of \$1,030 for toner + ongoing replacement of printers, fax, and scanner as required.

The Board reviewed the proposal and detailed breakdown of options and costs (on file)

MOVED BY **J. Sammut** SECONDED BY **T. Cobain**

That the Library Board approves the purchase of a Main Network Served and a Networked Multifunctional Device as recommended by the Director. To be financed through the Technology Conservation Fund. Carried.

b) Overdrive: Downloadable e-books and audio books – sustainability past 2012

One of the projects funded in 2010 through the province's \$15 million investment in public libraries was the provision of a core suite of e-resources comprised of electronic databases AND downloadable e-audiobooks and e-books via the OverDrive platform through a provincial consortium.

Funding for the OverDrive consortium will continue until December 31st, 2011 after which the consortium must be self-sustaining. If a library chooses not to participate, it will no longer have access to the collection. Most of the cost for OverDrive is covered for 2012 through a provincial "Capacity Building Grant". Southern Ontario Library Service will be administering the grant on behalf of libraries. The cost to the library for OverDrive for 2012 is \$3,250. Port Colborne's portion of the grant will be \$2,845, resulting in a shortfall of \$405. The library will have to consider how we will pay the fee in the 2013 budget.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

- a) *Meeting Schedule of the City's Boards and Committees and Conflicts with regularly Scheduled Meetings of Council – Ashley Grigg, City Clerk*

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

That the correspondence be received. Carried.

Public Relations Report

- a) **Summer programmes and promotional effort**
- b) **Fall programming**

The Board reviewed the fall schedule of programmes offered by the library. Library staff members are to be commended for the design and delivery of a very full schedule.

Programmes include: knitting, intro to genealogy, yoga for kids, Craft-Tastic! Glee Club!, Raiders of the Library, Wii Bowling for Seniors, Tot Time, Shoppers Drug Mart presents cosmetician Elana Monds, Films for Seniors, Small Hands Studio, Homeschoolers, One-on-one computer lessons, Songwriting with Kelly.

All programs are on the website, posted around the library and printed on a calendar available at the circulation desk.

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

That the Public Relations Report be accepted for information purposes. Carried

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report

- a) **Federation of Ontario Public Libraries – Public Library Capital Needs Analysis**

In support of their advocacy and research & development mandates, the Federation has embarked on an ambitious project to develop a Capital Needs Analysis for public facilities in Ontario. Through a RFP process, they are collaborating with the firm of Monteith Brown Planning Consultants (in association with the JF Group and MacLennan Jaunkalns Miller Architects) on the project

Ontario libraries have been asked to complete a survey that will identify the condition of existing Ontario Public Library facilities and place a dollar value on the infrastructure obligation. This will allow the Federation and stakeholders to advocate for the creation of an ongoing sustainable senior government capital program designated exclusively for proper maintenance, renewal, renovation, rehabilitation and expansion of Ontario public libraries. The Port Colborne Library has submitted the survey.

- b) **Public Library Provincial Operating Grants / Capacity Building Grant**

On April 14, 2011, Minister Chan announced a one-time \$2.85 million capacity building grant for public libraries. Of these funds, \$1.9 million divided among 385 public libraries, based on 8% of the current Public Libraries Operating Grant plus rural and northern supplements of \$1,000 each. Port Colborne's share will be \$2,845 – to be received by the end of 2011. The Ministry of Culture will make the funds available to the Southern Ontario Library Service who will then pay the vendor directly for Port Colborne Library's 2012 subscription to the OverDrive consortium of downloadable e-books.

- c) **Provincial Election – October 6th, 2011**

On behalf of Welland Riding, Thorold Public Library has sent a survey to all candidates, asking their position on provincial support for libraries. Results of the survey will be available on-line as the candidates submit their responses.

d) Municipal Joint Health and Safety Committee – Library staff

The Director has been appointed as alternate to City Clerk Ashley Grigg as a management representative. Susan Therrien has been appointed as representative for CUPE Inside workers. Time commitments will include monthly meetings initially and there is a requirement for two days of certification training. There will likely be other duties. This committee is required under the *Occupational Health and Safety Act (R.S.O. 1990, c. O.1), Section 9(2)*.

e) Ontario Public Library Week and Canadian Library Month

Ontario Public Library Week is October 16 to 22. October is Canadian Library Month. The theme this year is ***Your Library – A Place Unbound***.

Idea : Food Drive

f) Cultural Strategic Investment Fund grant (CSIF), South Niagara Arts and Culture Route – Launch Oct 1st, Roselawn

The Launch of the “Route” and brochure will be held at Roselawn on Saturday October 1st, 2011 between 12 and 5:00 pm. The Library will have a presence as a site on the route. Board Members are encouraged to attend as a representative from the Ministry of Tourism and Culture will be at the Launch to acknowledge this partnership between the Museum, Library and the Port Colborne Economic Development, Tourism and Marketing department. Ideas for Library presence : Guitar music Kelly MacDonald static display – 2 panels, photos and list. PCPL Information, education, recreation. PCPL more than books.

MOVED BY **J. Tomiuck** 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 October 4th, 2011

14) ADJOURNMENT

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

That the meeting be adjourned. Carried.

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS
TUESDAY OCTOBER 4th, 2011 AT 6:00 PM IN THE LIBRARY AUDITORIUM