

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Wednesday June, 16<sup>th</sup>, 2010 - 6:00 p.m.

Port Colborne Public Library Atrium

### ATTENDANCE

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

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

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

*That the agenda for the June 16<sup>th</sup> 2010 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 **B. Steele**

*That the minutes for the May 12<sup>th</sup>, 2010 meeting be adopted as circulated.* Carried.

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

#### a) **Governance Policies**

#### **KING STREET SIGN**

The Board reviewed the Library's current policy and procedures with regard to rental of the King Street Sign. The sign was donated to the Library by the Port Colborne Lion's Club and the Jaycee's. Issues discussed include :

The value of the King St sign in a high traffic location. Reserving the sign for specific annual City events. Balancing a reasonable rate with the need for the library to generate revenue.

It was agreed that the Director would draft a revised policy incorporating the discussion points and present it at the next meeting.

#### **CITY OF PORT COLBORNE POLICIES AND PROCEDURES**

The City has developed many policies and procedures to protect staff and to comply with government legislation. Most recently, policy has been developed in the areas of Health and Safety, and Service to Persons with Disabilities. These documents are distributed to Port Colborne Public Library staff, which follows the directives. However, such is not the case in all municipalities. Some libraries develop their own policies separate from their municipality. The Director recommended that the Board pass a motion supporting the applicable City policies to protect library staff and to further demonstrate compliance with the legislation.

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

***That the Port Colborne Public Library board adopt those City of Port Colborne Policies and procedures developed to comply with government legislation such as, but not limited to, The Employment Standards Act, The Pay Equity Act and the Occupational Health and Safety Act. Carried.***

**9) COMMITTEE REPORTS**

**10) ADMINISTRATIVE BUSINESS**

Correspondence

Public Relations Report

Chief Executive Officer's Report

Treasurer's Report

**Director's Report**

A review of upcoming summer programming and projects to complete in 2010.

MOVED BY **C. MacMillan** SECONDED BY **B. Steele**

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

**Circulation Report**

The Board reviewed the detailed report. Overall circulation shows a steady increase over the same period last year, especially in the areas of Print materials (books) and DVDs. The next report will be the third quarter report presented in November.

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

***That the Circulation Report for the 1<sup>st</sup> quarter and April, May 2010 be received for information purposes. Carried.***

**11) BOARD MEMBER'S ITEMS**

**12) NOTICES OF MOTION**

**13) DATE OF NEXT MEETING**

**14) ADJOURNMENT**

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

***That the meeting be adjourned. Carried.***