

# MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Wednesday March 31<sup>st</sup>, 2010 - 6:00 p.m.

Port Colborne Public Library Atrium

## ATTENDANCE

**BOARD:** C. MacMillan, J. Sammut, S. McLean, J. Tomiuck  
T. Cobain,

**STAFF:** J. Parry, R. Heil

**REGRETS:** A. Desmarais, B. Steele, P. Senese, D. Shibley,  
D. Miller.

- 1) **INVOCATION** delivered by Cheryl MacMillan
- 2) **CHAIRPERSON'S REMARKS** in the absence of Derek Miller, Janice Sammut assumed the chair.

## 3) **APPROVAL OF AGENDA**

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

***That the agenda for the Wednesday March 31<sup>st</sup>, 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 **S. McLean** SECONDED BY **J. Tomiuck**

***That the minutes for the March 3<sup>rd</sup>, 2010 meeting be adopted as circulated.*** Carried.

- 7) **BUSINESS ARISING FROM THE MINUTES** - none

## 8) **AGENDA ITEMS**

### a) **2010 Capital Budget – Cultural Block**

The following resolution is the result of lengthy discussion concerning repairs and improvements to the grounds on the block of land which is the current site of the library, a playground, the museum and the archives building. It was agreed that improvements to one part of the block constitute improvements to all parts. This resolution is proposed in the spirit of cooperation and supports the development of a "Cultural Block" as a safe, accessible, and welcoming destination.

Many thanks to Mr. Heil for his assistance in formulating the final resolution to encompass and communicate all of the Board's concepts and values.

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

***Whereas, the City's main Library and Historical and Marine Museum/Archives encompass a block of land centrally located within the City's downtown core***

***AND WHEREAS, these two cultural cornerstones are important elements of quality of life for the residents of the City***

***AND WHEREAS, as a cultural block, it is considered imperative to ensure that policies and programs be developed to support such important aspects of services in the City of Port Colborne***

**AND WHEREAS, it is acknowledged that the City has a legal responsibility in respect of the library services**

**AND WHEREAS, it is acknowledged that the City continues to be a strong supporter of both the Library and the unique qualities and artifacts of the Historical and Marine Museum and Archives,**

**AND WHEREAS, it is deemed appropriate and desirable to confirm the importance of such cultural components of City life.**

**NOW THEREFORE it is hereby resolved:**

1. **THAT it is requested of the City of Port Colborne that the area bounded by the railway and Princess Street, King Street, Elgin Street and Catharine Street be confirmed as one of the City's main Cultural Blocks (to possibly be named in the future) in and for the City of Port Colborne and further confirm its support for a cooperative and collective initiative of maintenance and management of the cultural block within policies and guidelines established by the City**
2. **AND THAT the Port Colborne Heritage and Museum Board be requested to support this initiative and work with the Library Board to cooperatively develop a plan in respect of joint use of facilities, connectivity, shared services and other endeavors to benefit the Museum/Archives and Library but not so as to interfere with governance or autonomy of each other,**
3. **AND THAT the capital allocation currently provided to the Library (\$80,000) be considered in part as a component in support of the Cultural Block of the City to inure to the benefits of the citizens and adherents of the cultural block,**
4. **AND THAT for 2010 the Library hereby confirms its commitment of \$25,000 for the use of part of the capital allocation to complete the required playground on a dollar for dollar matching with Jungbunzlauer (JBL) donation of \$25,000,**
5. **AND THAT a joint plan for future capital maintenance and improvements be developed by the Museum and Library Boards where appropriate. Carried.**

**b) Accessible Customer Service Handbook**

The Director distributed copies of the *Accessible Customer Service Handbook* and memo from city CAO Mr. Heil (on file). Accessible Customer Service is one of the standards developed under the *Accessibility for Ontarians with Disabilities Act, 2005*. Training was provided to staff in 2008 and 2009. The Handbook was developed so that the training could be expanded to include Council, members of Boards and Committees of Council, new staff, and volunteers for the City. Board members were requested to read the Handbook, answer the questions and submit the completed the signature portion.

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

**Public Relations Report**

- a) **Press** - Coverage of March Break activities at the library

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

***That the Public relations report be received for information purposes.*** Carried.

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report - none

**Circulation Report**

- a) **2009**

Total transactions for 2009 were 234,426. That is an increase of 8,727 transactions over 2008. Significant increases were in the areas of Books, DVDs, Music CDs and wireless network users.

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

***That the Circulation report for 2009 be received for information purposes.*** Carried.

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING** Wednesday May 12<sup>th</sup>, 2010

14) **ADJOURNMENT**

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

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

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS  
Wednesday May 12<sup>th</sup>, 2010 AT 6:00 PM IN THE LIBRARY ATRIUM