

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday July 8th, 2014 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: C. MacMillan, B. Higgins, V. Catton, A. Kennerly, D. Miller, M. Cooper

STAFF: R. Heil, J. Parry, S. Therrien,

REGRETS: B. Steele, P. Senese, T. Cobain, J. Sammut

CALL TO ORDER

- 1) INVOCATION delivered by Michael Cooper
- 2) CHAIRPERSON'S REMARKS

3) APPROVAL OF AGENDA

MOVED BY **C. MacMillan** SECONDED BY **M. Cooper**

That the agenda for the July 8th, 2014 meeting be adopted as circulated. Carried.

- 4) DECLARATION OF CONFLICT OF INTEREST – none
- 5) DELEGATIONS – none

6) MINUTES OF THE PREVIOUS MEETING

MOVED BY **Ann Kennerly** SECONDED BY **Michael Cooper**

That the minutes for the June 3rd, 2014 meeting be adopted as circulated. Carried.

7) BUSINESS ARISING FROM THE MINUTES

- a) **NOTICE OF MOTION - Mr. Higgins re: telecommunication costs**

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

WHEREAS most utilities are rising in cost significantly and beyond our control.

AND WHEREAS phone and internet could possibly be had at a more competitive cost and thus offering major savings which could be used in other areas, i.e. books.

NOW, THEREFORE the Port Colborne Library Board asks the Director of Library Services to bring a progress report to the Board at its August meeting; that a report is brought forward to the Board at its September meeting (with October's meeting being the latest) that compares the cost of our present phone and internet providers service to those of Cogeco + the VOIP service used by the City. Carried.

b) NOTICE OF MOTION - Ms. Catton re : Staff Development days

MOVED BY **V. Catton** SECONDED BY **C. Cooper**

WHEREAS the legislated requirements for regular health and safety training are increasing, as well as the need for staff training in the constantly evolving new technologies,

AND WHEREAS the most efficient and effective way to deliver training to all staff is by holding training sessions with the group as a whole, and that it is essential that all Library Staff be present,

NOW, THEREFORE the Port Colborne Library Board supports closing the library to the public for up to two full days or 4 half days per year for the purpose of Staff Development.

AND FURTHER, that care is taken to give adequate notice of the closing and that Staff Development days are scheduled so that disruption of service to the public is minimized. Carried.

8) AGENDA ITEMS

a) Ride to Read

The Director presented a report with regard to a programme called "Read to Ride" offered by Welland Transit through the Port Colborne Transit (Advisory Committee).

In summary : "Ride to Read" offers free transit rides for children going to and from the library during the months of July and August. Children up to age 13 can ride for free by showing their stickered library card upon boarding a bus. Welland Public Library has run the program for the past two years and Port Colborne Library would be using the same Memorandum of Understanding with Port Colborne Transit.

When presented with this opportunity, the library was very excited about the partnership. In setting up the procedures to deliver the program, some concerns came to light. Because the bus route travels north down King St., it can stop only on the East side of the street across from the library. There is no crosswalk or stop sign. There is a steady stream of traffic at this location, especially truck traffic travelling in both directions. It is dangerous to cross here even for adults. Rightly or wrongly, parents of children participating in library programmes have an expectation of safety for their children. The Library would be promoting the programme and encouraging people to participate.

The Director recommended that the library not participate in Ride to Read at this time but to express our concerns to the Transit Advisory Committee and request consideration to alter the bus route.

c) WWI Centenary Commemoration

The Board reviewed the finalized programme for the WWI Centenary Commemoration.

- 9) COMMITTEE REPORTS
- 10) ADMINISTRATIVE BUSINESS
Correspondence

Public Relations Report

a) Programmes and Promotions :

- ***“City Hall News” July 2014***
- ***“July 2014 Events at the Port Colborne Public Library”***
- ***“Paws 4 Stories – new session added!” July 9***
-

MOVED BY **A. Kennerly** SECONDED BY **M. Cooper**

That the Public Relations report be received for information purposes. Carried.

Chief Executive Officer’s Report
Treasurer’s Report

Director’s Report

a) New Minister of Culture

The New Minister of Tourism, Culture and Sport is the Honorable Michael Coteau.

b) Board member participation in summer activities

Board member help with summer programming is much appreciated. Valerie Catton is teaching a Cursive Writing Course, Derek Miller is holding twice weekly storytimes, and Cheryl MacMillan is running a weekly Drama Club. All of these are very popular events and draw not only children, but also their parents, grandparents and caregivers.

On Monday July 7th, 27 children attended the drama club from 2 to 3 pm. However library visits swelled to 245 people between 1 and 4pm. That represents half the total visits for the entire day.

c) Bill Thomas donation

Bill Thomas has approached the library about receiving his collection of author’s photographs.

d) New Board Members

The Director discussed training opportunities coming up in 2015 for new board members.

e) New Programming strategies : progress report

Several of the strategies proposed by staff to increase our capacity for attendance at programmes and improve procedures have resulted in higher attendance rates and more efficient workflow. Popular programmes are now run back to back, doubling

attendance. The creation of templates for all programming signage means that the library's promotional efforts are more effective. Patrons have requested a 1 page calendar for each month's activities in print format.

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

That the Director of Library Services Report be received for information purposes.

Carried.

Circulation Report

a) 2nd quarter 2014 (April, May, June)

MOVED BY **M. Cooper** SECONDED BY **V. Catton**

That the Circulation report for the 2nd Quarter, 2014 be received for information purposes. Carried.

11) BOARD MEMBER'S ITEMS

12) NOTICES OF MOTION

Ann Kennerly with regard to the "Ride to Read" Programme

WHEREAS the Port Colborne Library Board would like to participate in the Welland Transit / Port Colborne Transit "Ride to Read" summer programme for children.

AND WHEREAS the Library Board is of the opinion that the King St. flag stop on the current transit route is located at an unsafe place for children and library users to board and disembark the bus due to the need for users to cross at a high-traffic location where there is no legal crosswalk.

NOW, THEREFORE the Port Colborne Public Library Board asks the Director of Library Services to draft a letter to present to the Port Colborne Transit Advisory Committee. The letter will thank the Transit System for the opportunity to participate in the programme, express the Board's concerns, and recommend making an alteration to the route that would provide a safe, dedicated bus stop for library and museum users.

AND FURTHER, that the support and input of the Museum Board be sought.

13) DATE OF NEXT MEETING Tuesday August 12th, 2014

14) ADJOURNMENT

MOVED BY **C. MacMillan** SECONDED BY **A. Kennerly**

That the meeting be adjourned. Carried.