

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday April 17th, 2012 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: D. Miller, C. MacMillan, J. Sammut, T. Cobain,
E. D'Angelo, W. Higgins, A. Kennerly
STAFF: J. Parry, S. Therrien, R. Heil
REGRETS: P. Senese, J. Tomiuck, B. Steele

In the absence of the Chair, Vice Chair Janice Sammut called the meeting to order

1) **INVOCATION** delivered by C. MacMillan

2) **CHAIRPERSON'S REMARKS**

Mrs. Sammut welcomed newly appointed board members, Elizabeth D'Angelo, Ann Kennerly and William Higgins. All present introduced themselves and gave brief biographies during a round table of all board members.

3) **APPROVAL OF AGENDA**

MOVED BY **T. Cobain** SECONDED BY **A. Kennerly**

That the agenda for the April 17th, 2012 meeting be adopted as amended to defer the Circulation report. Carried.

Chair Derek Miller arrived and assumed the Chair.

CHAIRPERSON'S REMARKS

Mr. Miller explained that at this and the next two meetings, the majority of the meeting would be devoted to board orientation. So as not to suspend business entirely, regular items of business will include more detailed explanation and background for new board members. Parts of the agenda requiring explanation will be discussed as they arise.

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

CEO Mr. Heil explained issues of Conflict of interest, Detrimental Reliance, Confidential Issues and 5C Service.

5) **DELEGATIONS** - none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the March 6th, 2012 meeting be adopted as circulated. Carried.

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

8) **AGENDA ITEMS**

a) **Orientation**

The Chair and Director reviewed the material that had been distributed to new board members previous to the meeting and answered questions arising. The new Board members had been provided with the same orientation material about the library that had been provided to city council at the beginning of the term. This document included the

Internet Access Policy and the *Materials Selection Policy*. Other items covered include collection trends, health and safety material, library brochures and promotional material and the organizational chart.

9) **COMMITTEE REPORTS**

10) **ADMINISTRATIVE BUSINESS**

Correspondence

Card of thanks – Margaret Cooke

MOVED BY **A. Kennerly** SECONDED BY **E. D'Angelo**

That the Correspondence be received for information purposes. Carried.

Public Relations Report

Press items include coverage of Artist Diana Hinman's work in the Library Atrium, Paws for Stories programming, library staff member Margaret Cooke recognition of 25 years of service, and 100th anniversary Titanic display.

Promotional material for Library Downloads Seminars and Introduction to Genealogy

MOVED BY **J. Sammut** SECONDED BY **E. D'Angelo**

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

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report

April was a very busy month. Library staff participated in union negotiations, Multi Workplace Joint Health and Safety Committee meetings, workplace inspections and Health and Safety Training .

CUPE Two library staff members and the director met with the rest of the City, Library and CUPE negotiating team April 10 to begin negotiating the collective agreements. Two other meetings have been scheduled for April 18th and 26th. The director explained that negotiating meetings and discussions are confidential until an agreement has been reached.

MWJHSC The director and staff member Stacey Hol were appointed to the Multi-Workplace Joint Health and Safety Committee and received 3 days of training to be certified committee members. Besides meeting regularly, additional responsibilities include a schedule of inspections of all city facilities and other duties as assigned by the Committee.

HEALTH & SAFETY Library Staff are attending WHMIS and Bill 168 refresher training sessions in April as provided by the city in compliance with the Occupational Health and Safety Act.

MOVED BY **T. Cobain** SECONDED BY **A. Kennerly**

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

Circulation Report

11) BOARD MEMBER'S ITEMS

C. MacMillan reported on the Southern Ontario Library Association Trustee Council meeting she attended April 14th at the Burlington Central Library. The most useful and interesting part of the meetings is the round table discussions when ideas and situations are exchanged and compared.

12) NOTICES OF MOTION

The Director provided explanation of "Notices of Motion"

13) DATE OF NEXT MEETING Tuesday May 8th, 2012, 5:30pm

14) ADJOURNMENT

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

That the meeting be adjourned. Carried.

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS
TUESDAY MAY 8th, AT 5:30 PM IN THE LIBRARY AUDITORIUM